



CareerSourceTampaBay.com

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## September 2020 — *Employability Skills Training Virtual Workshops*

**Calendar** Attend any of our **FREE** EST virtual workshops to help better prepare you for that next journey! CSTB's EST virtual workshops count toward claiming your unemployment compensation in lieu of reporting your five job searches for the week. Contact CSTB staff to see how. As you begin your career pathway for your new or next career, gain a competitive edge by participating in trainings designed to help you succeed in the workforce.

EMPLOYABILITY SKILLS TRAINING

Monday	Tuesday	Wednesday	Thursday	Friday
31	1	2 <b>Surviving A Layoff</b> 9:00am-10:30am <hr/> <b>Preparing for A Virtual Job Fair</b> 2:00pm-4:00pm	3	4 <b>Job Power</b> 9:00am-11:00am <hr/> <b>Resume Development</b> 2:00pm-4:00pm
7 <b>Labor Day</b>	8	9 <b>Professional Interviewing</b> 9:00am-11:00am <hr/> <b>Resume Development</b> 2:00pm-4:00pm	10	11 <b>Preparing for A Virtual Job Fair</b> 9:00am-11:00am <hr/> <b>Employment Success</b> 2:00pm-4:00pm
14 <b>LinkedIn</b> 9:00am-11:00am <hr/> <b>Navigating Employ Florida</b> 2:00pm-3:30pm	15	16 <b>Preparing for A Virtual Job Fair</b> 9:00am-11:00am <hr/> <b>Job Power</b> 2:00pm-4:00pm	17	18 <b>Resume Development</b> 9:00am-11:00am <hr/> <b>Modern Day Job Search for the Mature Worker</b> 2:00pm-3:30pm
21 <b>Career Mapping</b> 9:00am-10:30am <hr/> <b>Preparing for A Virtual Job Fair</b> 2:00pm-4:00pm	22	23 <b>Breaking Barriers</b> 9:00am-11:00am <hr/> <b>Resume Development</b> 2:00pm-4:00pm	24	25 <b>Labor Market Information</b> 9:00am-10:30am <hr/> <b>LinkedIn</b> 2:00pm-4:00pm
28 <b>Modern Day Job Search for Mature Workers</b> 9:00am-10:30am <hr/> <b>Dress for Success</b> 2:00pm-3:00pm	29	30 <b>Professional Interviewing</b> 9:00am-11:00am <hr/> <b>Surviving A Layoff</b> 2:00pm-3:30pm		

Workshop Title	Length (Hours)	Workshop Summary
Basic Computers**	2.0	Learn the basic functions of a computer, including hands on tutorials for using a mouse and keyboard. <b>**Material de la presentación disponible en Español</b>
Basic Financial Literacy	2.0	Housing & Education Alliance brings a variety of topics, i.e., setting up financial plan of action, reviewing your personal and household spending with a discussion on how credit impacts you.
Breaking Barriers	2.0	Learn to identify common barriers to employment and how to deal with those barriers on job applications, resumes and interviews.
Career Mapping	1.5	Where does your career path lead? Learn about the <b>MANY</b> resources available, at no cost, to help you determine your next steps!
Computer Skills (Resume)*	2.0	Learn how to create and format a document using Microsoft Word. <b>*Must have basic computer skills and knowledge of Microsoft Word.</b>
Dress for Success	1.0	Discuss the importance of your appearance and dressing for success for the interview and in the workplace.
Employment Success	2.0	Discuss workforce changes, employer expectations, pitfalls and how to handle conflicts at work. Learn how to continue developing skills that can lead to promotions and other job opportunities.
Employment Transition	2.0	Are you ready for the changing workplace? Learn how to reinvent yourself, use transferable skills and perhaps go back to school for that new job or career.
Job Power	2.0	Power your job search with this workshop! Topics include changes in the employment market, the hidden job market, skills employers are looking for and dealing with the stress of being unemployed.
Job Search Computer Skills	1.5	Navigating the internet is essential in successful job searching. In this workshop, learn how to upload and download documents, along with attaching files to an email and other job searching skills.
Labor Market Information (LMI)	1.5	Discover the importance of using LMI in your job search and new career! Learn the hot occupations and industries using national, local and state websites.
LinkedIn: Getting Started & Beyond	2.0	Need a LinkedIn profile or information on improving your existing profile? Then this hands-on workshop is right for you! Opportunity to optimize your job search via LinkedIn.
Mock Interviews*	2.0	Attend this workshop and receive an opportunity to practice for an <i>interview</i> and receive feedback. <b>*Pre-registration Required-First 8 Candidates only.</b>
Modern Day Job Search-Mature Workers	1.5	Discover key tips on fighting ageism and resources to finding companies and websites that are looking for mature workers.
Navigating EmployFlorida (EF)	1.5	Learn how to navigate through the EF website features such as resume builder, job search, creating a virtual job recruiter and more.
Preparing for A Virtual Job Fair – New Workshop	2.0	<b>Lights, camera, action! Learn how to connect with potential employers with a Virtual Job Fair Platform. How webinars are structured from registering, preparing, setup to finish.</b>
Professional Interviewing Skills**	2.5	Learn what interviews are all about and how to prepare for a successful interview. Discussions will include various types of interviews, common interview questions, and what to do before, during and after an interview. <b>**Material de la presentación disponible en Español</b>
Resume Development**	2.0	The resume is important in today's job search. Understand the purpose of a resume, how to target your resume for each job and the different types of resumes. <b>**Material de la presentación disponible en Español</b>
Surviving a Layoff	1.5	You've been laid off...now what? Explore job loss, how to cope with the new changes and tips for starting over.

### **EST VIRTUAL WORKSHOP REGISTRATION:**

All customers **must have a basic profile on [www.EmployFlorida.com](http://www.EmployFlorida.com)** to request workshop registration. Once your EmployFlorida.com registration is verified by CSTB staff, a **ZOOM** invite will be emailed to you.

### **WORKSHOP REGISTRATION:**

#### **Required information:**

Name and telephone  
Title of workshop  
Date of workshop  
Time of workshop

#### **Registration email address:**

**tampaworkshops@careersourcetb.com**



CareerSource Tampa Bay is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.