



Ruskin July 2021— *Employability Skills Training Workshops Calendar*

Attend any of our **FREE** EST workshops to help better prepare you for that next journey! CSTB's EST 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.

A proud partner of the **AmericanJobCenter**® network

EMPLOYABILITY SKILLS TRAINING

Monday	Tuesday	Wednesday	Thursday	Friday
			1 Breaking Barriers 9:00am-11:00am Virtual <hr/> Dress for Success 2:00pm-4:00pm Virtual	2 Career Mapping 9:00am-10:30am Virtual
5 Center Closed Holiday	6 Employment Transition 2:00pm-4:00pm Virtual	7 Resume Review 2:00pm-4:00pm Virtual by Appt	8 Surviving a Layoff 9:00am – 10:30am Virtual <hr/> Job Power 2:00pm-4:00pm Virtual	9 Professional Interviewing 9:00am-11:00am Virtual
12 Navigating Employ Florida 2:00pm-4:00pm Virtual	13 LinkedIn 9:00am-11:00am Virtual <hr/> Resume Review 2:00pm-4:00pm Virtual by Appt.	14 Dress for Success 2:00pm-3:30pm Virtual	15 Resume Development 9:00am – 11:00am In Person Ruskin <hr/> Preparing for a Virtual Job Fair 2:00pm-4:00pm Virtual	16 Employment Transition 9:00am-11:00am Virtual
19 Career Mapping 2:00pm-3:30pm Virtual	20 Employment Success 2:00pm-4:00pm Virtual	21 Navigating Employ Florida 2:00pm-4:00pm Virtual	22 LinkedIn 9:00am-11:00am Virtual <hr/> Resume Review 2:00pm-4:00pm Virtual by Appt.	23 Modern Day Job Search for Mature Workers 9:00am-11:00am Virtual
26 Professional Interviewing 2:00pm-4:00pm Virtual	27 Labor Market Information 9:00am- 10:30am Virtual <hr/> Employment Transition 2:00pm-4:00pm Virtual	28 Breaking Barriers 2:00pm 4:00pm Virtual	29 Employment Success 9:00am – 11:00am In Person Ruskin <hr/> Surviving a Layoff 2:00pm – 3:30pm Virtual	30 Preparing for a Virtual Job Fair 9:00am-11:00am Virtual

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. **Material de la presentación disponible en Español
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 MANY 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. *Must have basic computer skills and knowledge of Microsoft Word.
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. *Pre-registration Required-First 8 Candidates only.
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	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.
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. **Material de la presentación disponible en Español
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. **Material de la presentación disponible en Español
Resume Review	1.0	After attending the Resume Development Workshop, the Resume Review one on one session will assist you in reviewing the final format and content of your resume. By Appointment.
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** 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

Designated email address:

tampaworkshops@careersourcetb.com

