All customers **_must have a basic profile on_** _www.EmployFlorida.com_ to request workshop _registration_.

In Person & Virtual Workshops – July 2024

EMPLOYABILITY SKILLS TRAINING WORKSHOP CALENDAR

Monday	Tuesday (Virtual Workshops)	Wednesday	Thursday (Virtual Workshops)	Friday
1 **Crafting a Marketable Resume** 12:30 pm – 2:00 pm In Person Tampa Center **Open Lab Hours** 2:00 pm – 4:30 pm In Person Tampa Center	**2** Good Jobs: Job Quality and Good Employers 9:00 am – 10:30 am LinkedIn: Getting Started 2:00 pm – 3:30 pm	**3** **Basic Computer Skills** 9:00 am – 10:00 am In Person Brandon Center **Open Lab Hours** 10:00 am – 12:30 pm In Person Brandon Center **Mock Interviews** 2:00 pm – 4:00 pm In Person Brandon Center	**4** **CLOSED IN OBSERVANCE OF 4th OF JULY**	**5** **NO WORKSHOPS SCHEDULED**
8 **Understanding ATS** 9:00 am – 10:00 am In Person Tampa Center **Basic Computer Skills** 1:00 pm – 2:00 pm In Person Tampa Center **Open Lab Hours** 2:00 pm – 4:30 pm In Person Tampa Center	**9** Virtual Interviews 9:00 am – 10:30 am Modern Day Job Search for Mature Workers 1:00 pm – 2:30 pm	**10** **Open Lab Hours** 10:00 am – 12:30 pm In Person Brandon Center **Marketing Yourself** 2:00 pm – 3:30 pm In Person Brandon Center **Identify Theft** 3:00 pm – 3:30 pm In Person Tampa Center	**11** The S.T.A.R. Method 10:00 am – 11:30 am Crafting a Marketable Resume 2:00 pm – 3:30 pm	**12** **Interviewing Basics** 9:00 am – 10:30 am In Person Ruskin Center
15 **Breaking Barriers** 9:00 am – 10:30 am In Person Tampa Center **Open Lab Hours** 2:00 pm – 4:30 pm In Person Tampa Center	**16** LinkedIn: Optimizing Your Profile 9:00 am – 10:30 am Interviewing Basics 1:00 pm – 2:30 pm	**17** **Basic Computer Skills** 9:00 am – 10:00 am In Brandon Center **Open Lab Hours** 10:00 am – 12:30 pm In Person Brandon Center	**18** Job Search Strategies in a Virtual World 9:00 am – 10:30 am Understanding ATS 12:00 pm – 1:00 pm	**19** **The S.T.A.R Method** 9:00 am – 10:30 am In Person Plant City Center
22 **Crafting a Marketable Resume** 9:00 am – 10:30 am In Person Tampa Center **Basic Computer Skills** 1:00 pm – 2:00 pm In Person Tampa Center **Open Lab Hours** 2:00 pm – 4:30 pm In Person Tampa Center	**23** Panel Interviews 9:00 am – 10:30 am Dress for Success 3:00 pm – 4:00 pm	**24** **Succeeding on Pre-Employment Tests** 9:00 am – 10:00 am **Open Lab Hours** 10:00 am – 12:30 pm In Person Brandon Center **Banking Basics** 3:00 pm – 4:30 pm In Person Brandon Center	**25** Creating an Effective Cover Letter 9:00 am – 10:30 am Succeeding on Pre-Employment Tests 12:00 pm – 1:30 pm	**26** **Good Jobs: Job Quality and Good Employers** 9:00 am – 10:30 am In Person Tampa Center
29 **Creating an Effective Cover Letter** 1:00 pm – 2:00 pm In Person Tampa Center **Open Lab Hours** 2:00 pm – 4:30 pm In Person Tampa Center	**30** Professional Communication 9:00 am – 10:30 am Virtual Interviews 2:00 pm – 3:30 pm	**31** **Basic Computer Skills** 9:00 am – 10:00 am In Person Brandon Center **Open Lab Hours** 10:00 am – 12:30 pm In Person Brandon Center **Career Mapping with LMI** 2:00 pm – 3:30 pm In Person Brandon Center		

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.

CareerSource HILLSBOROUGH PINELLAS

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All customers **_must have a basic profile on www.EmployFlorida.com_** to request workshop registration. To register for a virtual class, you will need to click on the workshop of your selection and complete your registration of the workshop. Once you complete your registration for the workshop, a **_ZOOM_** confirmation will be emailed to you. Online calendars for the four CSTB centers can be accessed by using this link: https://careersourcetampabay.com/events/

IN-PERSON WORKSHOP REGISTRATION:

All customers **_must have a basic profile on www.EmployFlorida.com_** to request workshop registration. To register for an in-person class you will need to email Tampaworkshops@careersourcetb.com the following required information:

- Name and Telephone
- Title of Workshop
- Date of Workshop
- Time of Workshop

Workshop Title	Length (Hours)	Workshop Summary
Resume + Cover Letter Workshops		
Crafting a Marketable Resume	1.5	Identify résumé writing best practices and common résumé writing errors to avoid. List and describe the types of résumés and different résumé sections.
Creating an Effective Cover Letter	1.5	Learn the dos and don'ts of one of the most essential parts of an effective cover letter by looking at examples of good and bad cover letters.
Understanding ATS (Resume Development Workshop)	1.0	Define Applicant Tracking Systems (ATS) and how they are used in the job application process. Identify best practices for an ATS-compatible résumé and a successful job application.
Beginning Job Search + Recently Laid Off Workshops		
Breaking Barriers	1.5	Learn to identify common barriers to employment and how to deal with those barriers on job applications, resumes and interviews.
Career mapping w/ Labor Market Information	1.5	Where does your career path lead? Learn about the **MANY** resources available, at no cost, to help you determine your next steps!
Employment Success	1.5	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	1.5	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.
Navigating Employ Florida (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.
Surviving a Layoff	1.0	You've been laid off…now what? Explore job loss, how to cope with the new changes and tips for starting over.
Job Searching Skills Workshops		
Good Jobs: Job Quality and Good Employers	1.5	Learn how to identify the right industry for you and finding an employer that matches your professional needs and values.
Job Search Strategies in a Virtual World	1.5	Discover how to navigate online job searching by learning about best practices regarding searching by keywords, using the best sites, and personal branding.
LinkedIn: Getting Started	1.5	Need a LinkedIn profile? Then this hands-on workshop is right for you! Opportunity to optimize your job search via LinkedIn.
LinkedIn: Optimizing Your Profile	1.5	Need information on improving your existing profile and using LinkedIn in your job search? Then this hands-on workshop is right for you! Opportunity to optimize your job search via LinkedIn.
Marketing Yourself	1.5	Improve your professional image by learning how to make the best elevator speech and social media presence.
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.
Succeeding on Pre-Employment Test (Hiring Test Strategies)	1.5	Identify strategies to prepare for and succeed at pre-employment tests. Evaluate pre-employment assessment results from the perspective of the employer.
Interviewing Skills Workshops		
Dress for Success	1.0	Discuss the importance of your appearance and dressing for success for the interview and in the workplace.
Interviewing Basics	1.5	Learn about Traditional and Modern Behavioral interview questions. Conduct targeted research to prepare for interviews. Learn proven techniques and strategies for preparing for interviews.
Mock Interviews	1.0	Learn the importance of a mock interview and come prepared to practice top common interview questions.
Panel Interviews	1.5	Identify the difference between Traditional and Modern Behavioral interview questions. List and apply proven techniques and strategies for preparing for interviews.
The S.T.A.R. Method (Interviewing Skills Workshop)	1.5	Define the S.T.A.R. Method and apply it when answering behavioral interview questions. Demonstrate best practices and formulate customized responses to interview questions in a simulated interview.
Virtual Interviews	1.5	Learn about new pitfalls and best practices for virtual interviews so that you can be ready for this increasingly common phenomenon!
Life Skills and Soft Skills Workshops		
Basic Computer Skills	1.0	Partake in hands-on basic training for computer operation. Learn how to use a mouse, move objects across a screen, and improve your typing skills.
Professional Communication	1.5	How do people communicate, and how should we best communicate in professional settings? Learn about some excellent communication practices in professional settings.
Open Lab Hours	2.5	Open lab offers hands-on technical assistance for resume & cover letter formatting & critiquing, Employ Florida, Florida Ready for Work certifications, and other e-learning platforms. Open lab is a walk-in service and will require Employ Florida registration.