All customers **must have a basic profile on** www.EmployFlorida.com to request workshop *registration.*

In Person Workshops — August 2023

EMPLOYABILITY SKILLS TRAINING WORKSHOP CALENDAR

Monday	Tuesday	Wednesday	Thursday	Friday
	1 Navigating Employ Florida 9:00 am – 10:30 am — In Person Plant City Location — Employment Transition 2:00 pm – 3:30 pm — In Person Brandon Location	**2** Check Virtual Calendar	**3** Breaking Barriers 9:00 am – 10:30 am — In Person Tampa Location — Basic Computer Skills 2:00 pm – 3:30 pm — In Person Tampa Location	**4** Basic Computer Skills 9:00 am – 10:30 am — In Person Brandon Location — Employment Success 2:00 pm – 3:30 pm — In Person Brandon Location
7 Professional Communication 2:00 pm – 3:30 pm — In Person Tampa Location	**8** Succeeding on Pre-Employment Tests 9:00 am – 10:30 am — In Person Ruskin Location — Basic Computer Skills 2:00 pm – 3:30 pm — In Person Brandon Location	**9** Check Virtual Calendar	**10** The S.T.A.R. Method 9:00 am – 10:30 am — In Person Tampa Location	**11**
14 Marketing Yourself 9:00 am – 10:30 am — In Person Brandon Location — Mock Interviews 2:00 pm – 3:30 pm — In Person Tampa Location	**15** Check Virtual Calendar	**16** Professional Communication 9:00 am – 10:30 am — In Person Tampa Location — Creating an Effective Cover Letter 2:00 pm – 3:30 pm — In Person Tampa Location	**17** Job Search Strategies in a Virtual World 9:00 am – 10:30 am — In Person Tampa Location — Basic Computer Skills 2:00 pm – 3:30 pm — In Person Tampa Location	**18** Basic Computer Skills 9:00 am – 10:30 am — In Person Brandon Location
21 Career Mapping w/VR 9:00 am – 11:00 am — In Person Tampa Location — Crafting a Marketable Resume in Spanish 2:00 pm – 3:30 pm — In Person Tampa Location	**22** Job Search Strategies in a Virtual World 9:00 am – 10:30 am — In Person Plant City Location — Crafting a Marketable Resume 2:00 pm – 3:30 pm — In Person Brandon Location	**23** Check Virtual Calendar	**24** Interviewing Basics 9:00 am – 10:30 am — In Person Tampa Location	**25** Basic Computer Skills 9:00 am – 10:30 am — In Person Brandon Location — Labor Market Information 2:00 pm – 3:30 pm — In Person Brandon Location
28 Creating an Effective Cover Letter 9:00 am – 10:30 am — In Person Tampa Location — Navigating Employ Florida 2:00 pm – 3:30 pm — In Person Tampa Location	**29** Surviving a Layoff 9:00 am – 10:00 am — In Person Ruskin Location — Modern Day Job Search for Mature Workers 2:00 pm – 3:30 pm — In Person Brandon Location	**30** Check Virtual Calendar	**31** Career Mapping w/ VR 9:00 am – 11:00 am — In Person Tampa Location — Basic Computer Skills 2:00 pm – 3:30 pm — In Person Tampa Location	

*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 TAMPA BAY

CareerSourceTampaBay.com

Workshop Title	Length (Hours)	Workshop Summary
Basic Computer Skills	1.5	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.
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	1.5	Where does your career path lead? Learn about the **MANY** resources available, at no cost, to help you determine your next steps!
Choosing the Right Employer	1.5	What should we consider when we look for new employers? Learn about some key attitudes and approaches for selecting the right employer for you.
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.
Dress for Success	1.0	Discuss the importance of your appearance and dressing for success for the interview and in the workplace.
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	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.
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.
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.
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.
Marketing Yourself	1.5	Improve your professional image by learning how to make the best elevator speech and social media presence.
Mock Interviews	1.0	Learn the importance of a mock interview and come prepared to practice top common interview questions.
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 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.
Panel Interviews	1.0	Identify the difference between Traditional and Modern Behavioral interview questions. List and apply proven techniques and strategies for preparing for interviews.
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.
Succeeding on Pre-Employment Test (Hiring Test Strategies)	1.5	Explain the reasons that employers give pre-employment tests, including ability/aptitude, personality, and situation tests. Identify strategies to prepare for and succeed at pre-employment tests. Evaluate pre-employment assessment results from the perspective of the employer.
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.
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.
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.
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!

SCAN TO REGISTER FOR UPCOMING WORKSHOPS