


In-Person & Virtual Workshops – May 2025

Employability Skills Training Workshop Calendar

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

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|--|--|--|--|
| | | | Virtual Thursday! 1 Creating an Effective Cover Letter: 9 am - 10:30 am The S.T.A.R. Method: 2 pm - 3:30 pm | Virtual Friday! 2 Mock Interview: 9 am-10:30 am |
| In-Person Tampa Center: 5 Crafting a Marketable Resume: 8:30 am - 10 am Open Lab: 10 am – 12 pm In-Person Brandon Center: Creating an Effective Cover Letter: 2 pm - 3:30 pm | Virtual Tuesday! 6 The S.T.A.R. Method: 9 am – 10:30 am Breaking Barriers: 11 am – 12:30 pm Marketing Yourself: 2 pm – 3:30 pm | In-Person Brandon Center: 7 Basic Computer Skills: 9 am - 10 am Open Lab: 10 am - 12 pm In-Person Tampa Center: The S.T.A.R Method (Spanish): 2 pm - 3:30 pm | Virtual Thursday! 8 Good Jobs: Job Quality and Good Employers 9 am - 10:30 am Job Search Strategies in a Virtual World: 11 am – 12:30 pm LinkedIn: Getting Started: 2 pm - 3:30 pm | In-Person Plant City: 9 Surviving a Layoff: 9 am – 10:30 am In-Person Tampa Center: Understanding ATS: 2 pm – 3:30 pm |
| In-Person Tampa Center: 12 Basic Computer Skills: 9 am - 10 am Open Lab: 10 am - 12 pm In-Person Brandon Center: Marketing Yourself: 2 pm -3:30 pm | Virtual Tuesday! 13 Crafting a Marketable Resume: 9 am - 10:30 am Interviewing Basics 11 am – 12:30 pm Panel Interviews: 2 pm - 3:30 pm | In-Person Brandon Center: 14 Crafting a Marketable Resume: 8:30 am – 10 am Open Lab: 10 am – 12 pm In-Person Tampa Center: Breaking Barriers: 2 pm - 3:30 pm Virtual 5/3 Bank – Credit Scores and Reports: 3 pm – 4:30 pm | Virtual Thursday! 15 Creating an Effective Cover Letter: 9 am - 10:30 am Virtual Interviews 2 pm - 3:30 pm | In-Person Ruskin: 16 Professional Communication: 9 am - 10:30 am Virtual Federal Bonding: 2 pm – 3:30 pm |
| In-Person Tampa Center: 19 Navigating Employ Florida: 9 am – 10 am Open Lab: 10 am – 12 pm In-Person Brandon Center: Dress for Success: 2 pm - 3:30 pm | Virtual Tuesday! 20 Good Jobs: Job Quality and Good Employers: 9 am - 10:30 am LinkedIn: Getting Started: 11 am - 12:30 pm Job Search Strategies in a Virtual World: 2 pm - 3:30 pm | In-Person Brandon Center: 21 Basic Computer Skills: 9 am - 10 am Open Lab: 10 am - 12 pm In-Person Tampa Center: LinkedIn: Optimizing: 2 pm - 3:30 pm | Virtual Thursday! 22 Career Mapping w/ Labor Market Information: 9 am - 10:30 am Understanding ATS: 11 am – 12:30 pm Succeeding on Pre-Employment Test: 2 pm - 3:30 pm | In-Person Brandon: 23 Surviving a Layoff: 9 am – 10:30 am In-Person Tampa Center: Crafting a Marketable Resume (Spanish) 2 pm – 3:30 pm |
| Offices Closed 26  | Virtual Tuesday! 27 Crafting a Marketable Resume: 9 am - 10:30 am Interviewing Basics 11 am – 12:30 pm Panel Interviews: 2 pm - 3:30 pm | In-Person Tampa Center: 28 Career Networking Group (CNG): 10 am – 11:30 am Virtual 5/3 Bank – Buying a Car : 3 pm – 4:30 pm | Virtual Thursday! 29 Creating an Effective Cover Letter: 9 am - 10:30 am Virtual Interviews 2 pm - 3:30 pm | Virtual Friday! 30 Breaking Barriers: 9 am - 10:30 am |

Attend any of our FREE EST workshops to help better prepare you for that next journey! CSHP’s EST workshops count towards claiming your unemployment compensation in lieu of reporting your five job searches for the week. Contact CSHP 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.

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CareerSourceTB.com/Events

WORKSHOP REGISTRATION:

1. All customers ***must have a basic profile*** on www.EmployFlorida.com to request workshop registration.
2. **To register for a class, scan QR code or visit www.careersourcetampabay.com/events** . Click on the workshop of your choice and complete the registration form.
3. Once you complete registration for a **virtual** workshop, a ZOOM email reply will include the link to sign into the workshop. Before submitting the **in-person** registration form, take note of which workshop you are signing up for. Once you complete the in-person registration form and submit, you'll receive a generic confirmation of workshop signup. **Thank you!**

| 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. |
| Federal Bonding | 1.5 | This workshop introduces the Federal Bonding Program and equips participants with advocacy skills to communicate its benefits to potential employers effectively. |
| 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 | 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 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. |