

# In-Person & Virtual Workshops – November 2024

## Employability Skills Training Workshop Calendar

All customers must have a basic profile on [www.EmployFlorida.com](http://www.EmployFlorida.com) to request workshop registration.

Monday	Tuesday	Wednesday	Thursday	Friday
				<b>1</b> <b>No Workshops Scheduled</b>
<b>4</b> <b>In-Person Tampa Center:</b> <b>Basic Computer Skills:</b> 9 am- 10 am <b>Open Lab:</b> 10 am- 12 pm	<b>5</b> <b>Virtual Tuesday!</b> <b>Good Jobs: Job Quality and Good Employers:</b> 9 am-10:30 am <b>Dress for Success:</b> 11 am - 12:30 pm <b>Job Search for Mature Workers:</b> 2 pm - 3:30 pm	<b>6</b> <b>No Workshops Scheduled</b>	<b>7</b> <b>Virtual Thursday!</b> <b>The S.T.A.R Method:</b> 9 am-10:30 am <b>Creating an Effective Cover Letter:</b> 2 pm -3:30 pm	<b>8</b> <b>Virtual Friday!</b> <b>Breaking Barriers:</b> 2 pm – 3:30 pm
<b>11</b> <b>Offices Closed</b> 	<b>12</b> <b>Virtual Tuesday!</b> <b>Panel Interviews:</b> 9am - 10:30am <b>Job Search Strategies in a Virtual World:</b> 2 pm - 3:30 pm	<b>13</b> <b>No Workshops Scheduled</b>	<b>14</b> <b>Virtual Thursday!</b> <b>Virtual Interviews:</b> 9 am-10:30 am <b>Professional Communication</b> 2 pm-3:30 pm	<b>15</b> <b>In-Person Tampa Center:</b> <b>Modern-Day Jobs Search for Mature Workers</b> 9 am-10:30 am
<b>18</b> <b>In-Person Tampa Center:</b> <b>Understanding ATS:</b> 9 am-10:30 am <b>Basic Computer Skills:</b> 1 pm- 2 pm <b>Open Lab:</b> 2 pm- 4 pm	<b>19</b> <b>Virtual Tuesday!</b> <b>Creating an Effective Cover Letter:</b> 9 am -10:30 am <b>Surviving A Layoff:</b> 11 am -12:30 pm <b>Interviewing Basics:</b> 2 pm-3:30 pm	<b>20</b> <b>In-Person Brandon Center:</b> <b>Basic Computer Skills:</b> 1 pm - 2 pm <b>Open Lab:</b> 2 pm - 4 pm <b>In-Person Tampa Center:</b> <b>5/3 Bank - Budgeting:</b> 3 pm - 4 pm	<b>21</b> <b>Virtual Thursday!</b> <b>Crafting a marketable Resume:</b> 9 am-10:30 am <b>Good Jobs: Job Quality and Good Employers:</b> 2 pm-3:30 pm	<b>22</b> <b>Virtual Friday!</b> <b>Marketing Yourself:</b> 2 pm – 3:30 pm
<b>25</b> <b>In-Person Tampa Center:</b> <b>Crafting a Marketable Resume:</b> 9 am-10:30 am <b>Basic Computer Skills:</b> 1 pm- 2 pm <b>Open Lab:</b> 2 pm- 4 pm	<b>26</b> <b>Virtual Tuesday!</b> <b>Crafting a Marketable Resume:</b> 9 am-10:30 am <b>LinkedIn: Optimizing Your Profile :</b> 11 am-12:30 pm <b>Interviewing Basics:</b> 2 pm-3:30 pm	<b>27</b> <b>In-Person Brandon Center:</b> <b>Creating an Effective Cover Letter:</b> 9 am-10:30 am <b>Open Lab:</b> 10:30 am-12 pm <b>5/3 Bank - Making Budgets Work:</b> 3 pm -4 pm	<b>28</b> <b>Offices Closed</b> 	<b>29</b> <b>Offices Closed</b>

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.



**WORKSHOP REGISTRATION:**

1. All customers **must have a basic profile on [www.EmployFlorida.com](http://www.EmployFlorida.com)** to request workshop registration.
2. **To register for a class, scan QR code or visit [www.careersourcetampabay.com/events](http://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!**

CareerSourceTB.com/Events

Workshop Title	Length (Hours)	Workshop Summary
<b>Resume + Cover Letter Workshops</b>		
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.
<b>Beginning Job Search + Recently Laid Off Workshops</b>		
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 <b>MANY</b> 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.
<b>Job Searching Skills Workshops</b>		
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.
<b>Interviewing Skills Workshops</b>		
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!
<b>Life Skills and Soft Skills Workshops</b>		
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.