

VIRTUAL WORKSHOP REGISTRATION:

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://www.careersourcetampabay.com/job-seekers/job-search/employability-skills-training/>

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 |
|---|-----------------------|---|
| 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 | 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! |
| Choosing the Right Employer | 2.0 | What should we consider when we look for new employers? Learn about some key attitudes and approaches for selecting the right employer for you. |
| 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. |
| Hiring-Test Strategies | 1.5 | Learn about the growing practice of employers' requiring online tests as part of the employment process and hear about different strategies for dealing with them. |
| 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. |
| 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. |
| 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. |
| Professional Interviewing Skills** | 2.0 | 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 |
| 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. |
| 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! |