


December 2019 Employability Skills Training

Monday	Tuesday	Wednesday	Thursday	Friday				
2	3	4	5	6				
Job Power 8:30-10:00	Computer Skills 8:30-10:00	Professional Interviewing Skills 1:15-3:00	Resume Development 8:30-10:00	Labor Market Information 8:30-10:00				
Employment Success 10:15-11:45	Computer Skills 8:30-10:00		Career Networking Group 10:30-12:00	EmployFlorida Orientation 10:15-11:45				
Career & Workplace Communication 10:15-11:45	Online Applications 10:15-11:45		Get Organized, Get Hired! 1:15-3:00	Focus on Finance 10:15-11:45				
Resumes That Work 1:15-3:00	Employability in 90 Minutes 1:00-3:00							
9	10	11	12	13				
Breaking Down Barriers 8:30-10:00	Computer Skills 8:30-10:00	Resume Development 1:15-3:00	Professional Interviewing Skills 8:30-10:00	Resumes That Work 8:30-10:00				
Online Applications 10:15-11:45	Computer Skills 8:30-10:00		Career Networking Group 10:30-12:30	LinkedIn Lab 10:15-11:45				
Job Power 10:15-11:45	Online Applications 10:15-11:45			Social Media 10:15-11:45				
Resumes That Work 1:15-3:00	Employability in 90 Minutes 1:00-3:00							
16	17	18	19	20				
Social Media 8:30-10:00	Computer Skills 8:30-10:00	Professional Interviewing Skills 1:15-3:00	Resume Development 8:30-10:00	What Employers Really Want 8:30-10:00				
Florida Skills Assessment 10:15-11:45	Computer Skills 8:30-10:00		Career Networking Group 10:30-12:00	Future Plans 10:15-12:15				
Florida Skills Assessment 10:15-11:45	Online Applications 10:15-11:45		What Employers Really Want 1:15-3:00	Focus on Finance 10:00-12:00				
Resumes That Work 1:15-3:00	Employability in 90 Minutes 1:00-3:00							
23	24	25	26	27				
Job Power 8:30-10:00	Computer Skills 8:30-10:00	All centers are closed for the holiday.	Professional Interviewing Skills 8:30-10:00	Get Organized, Get Hired! 8:30-10:00				
Online Applications 10:15-11:45	Computer Skills 8:30-10:00		Financial Recovery 10:15-11:45					
LinkedIn Lab 10:15-11:45	Online Applications 10:15-11:45		Future Plans 10:15-12:00					
Resumes That Work 1:15-3:00	Employability in 90 Minutes 1:00-3:00		Spanish Resume Development 2:00-4:00					
30	31							
Breaking Down Barriers 8:30-10:00	Computer Skills 8:30-10:00	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #92d050; color: white; text-align: center;">St. Petersburg Center</td> <td style="text-align: center;">3420 8th Ave South St. Petersburg, FL 33711</td> </tr> <tr> <td style="background-color: #4f81bd; color: white; text-align: center;">Clearwater Center</td> <td style="text-align: center;">2312 Gulf to Bay Blvd Clearwater, FL 33765</td> </tr> </table>			St. Petersburg Center	3420 8th Ave South St. Petersburg, FL 33711	Clearwater Center	2312 Gulf to Bay Blvd Clearwater, FL 33765
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EMPLOYABILITY SKILLS WORKSHOPS AND SEMINARS

Breaking Down Barriers: For job seekers that may have barriers to employment. Learn strategies to address and overcome those barriers. Learn about the Federal Bonding Program and sealing records.

Career Development: Learn how to develop skills employers' value in the workplace and how soft skills can advance you in your career

NEW Career Networking Group:** If you are currently out of work, underemployed or looking to make a career change, this workshop will provide a positive, motivating environment for you to meet, connect, share and learn from other job seekers; present tips to secure employment; and feature guest speakers from the community to share their wisdom on finding the career that's best for you.

Career & Workplace Communication Skills: An overview of the skills and traits that will help participants advance in their careers as well as key strategies for managing those careers.

Computer Skills: This hands-on workshop will provide the new user basic functions of a computer, including hands-on tutorials for using a mouse as well as filling out forms. The more experienced user will learn how to create and format a document, save the document to the computer and then how to upload and copy and paste the document to an application.

**** This workshop is offered in Spanish at the Clearwater center**

EmployFlorida Orientation: Learn how to do job searches, how to get your resume into the website that employers see, and how to get job alerts sent to you when a new job in your skill set becomes available. Learn the specific labor market information of your work search area and how to use this to target your job search. You must have basic computer skills and your EmployFlorida.com log in! **** This workshop is offered in Spanish at the Clearwater center.**

Employment Success: Learn the essential skills needed in the workplace and employer expectations.

Employability in 90 Minutes: Attend a seminar that will help you identify a vast array of local jobs; verify the skills you have acquired over your work history, and target a resume to the open position. The goal is to motivate, educate and allow you to feel more confident not just in yourself, but your job search and interview skills.

Financial Recovery Workshop: Attendees participate in discussions on how to rebuild their financial lives and repair their credit.

Focus on Finance: This workshop is facilitated by Florida Master Money Mentors. Learn to budget on limited income. After the workshop receive free one on one financial coaching to help you take control of your financial life.

Future Plans: This is an online career and educational tool that can help you decide what career to pursue or what planning steps to take next.

Florida Skills Assessment: Participants will create a profile on the Florida Skills Assessment website. Participants will focus on soft skills development and set up a job profile.

****This workshop is offered in Spanish at the Clearwater center.**

Job Power Seminar: This dynamic seminar covers job seeking skills; programs available at CareerSource to help enhance current skills or gain new skills; services to assist with transitioning to that next great opportunity; resumes for the 21st century, the hidden job market, and the #1 hiring characteristic employers are looking for!

Labor Market Information: Learn the specific labor market information of your search area and how to use this to target your job search. Find out the most in demand occupations and skills. Learn how to use Employ Florida Website labor market tools to get that job search advantage!

LinkedIn Lab: Hands-on workshop designed for individuals who already have a LinkedIn account. Learn how to effectively build your profile to use LinkedIn to your advantage. **Must have** computer skills and a LinkedIn account, and know your LinkedIn user name and password.

Online Applications: Hands-on workshop to learn how to effectively apply for jobs online. Learn the importance of having a master application, how to read a job board and how to watch for scams. Practice completing a job application and uploading a resume.

Professional Interviewing Skills: An interactive workshop to prepare participants for job interviews. Learn how to thoroughly prepare responses for the 4 most common questions, how to introduce yourself in an interview, and how to develop and plan your post interview strategies

Resume That Work: Provides job seekers with feedback and a professional critique of their resume. Participants will also learn the different types of resumes, how to target the resume to the job posting and the basic information required on a resume. Do you know how to communicate effectively on your resume to maximize your chances of getting noticed? **Participants are asked to bring 2 copies of their resume with them if they have a resume.**

Resume Development II: A hands-on workshop to develop an effective resume based on your skills and background. Learn the basics of a targeted resume, the importance of using action verbs and how to save your resume to a flash drive or email. Must have basic computer skills to attend this workshop. Bringing a flash drive is encouraged but not required. **** This workshop is offered in Spanish at the Clearwater center.**

Social Media: Learn about the different types of Social Media and the benefits of using social media as a tool in your job search and the importance of maintaining a professional online presence. Learn how to effectively build your profile to use LinkedIn to your advantage.