

April 2019 Employability Skills Training

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
Job Power 8:30-10:00	Resumes That Work 8:30-10:00	Resume Development 1:15-3:00	Computer Skills 8:30-10:00	Labor Market Information 8:30-10:00
Career & Workplace Communication 10:15-11:45	Computer Skills 8:30-10:00	Career & Workplace Communication 8:30-10:00	Resume Development 8:30-10:00	Career Development 10:15-11:45
Job Power 10:15-11:45	Employ Florida Orientation 10:15-11:45	LinkedIn Lab 2:00-3:30	Career Development 8:30-10:00	Social Media 8:30-10:00
Resumes That Work 1:15-3:00	Employability in 90 Minutes 1:00-2:30	Focus on Finance 10:00-12:00	Resumes That Work 2:00-3:30	Spanish Resume Development 2:00-4:00
Computer Skills 10:15-11:45	Job Power 2:00-3:00			Social Media 2:00-3:30
	Resume Development 2:00-3:30			
8	9	10	11	12
Breaking Down Barriers 8:30-10:00	Employment Success 8:30-10:00	Professional Interviewing Skills 1:15-3:00	Computer Skills 8:30-10:00	Employ Florida Orientation 8:30-10:00
Online Applications 10:15-11:45	Computer Skills 8:30-10:00	Resume Development 8:30-10:00	Professional Interviewing Skills 8:30-10:00	LinkedIn Lab 10:15-11:45
Career & Workplace Communication 10:15-11:45	Online Applications 10:15-11:45	Employ Florida Orientation 2:00-3:30	Computer Skills 8:30-10:00	Florida Ready to Work 8:30-10:30
Resumes That Work 1:15-3:00	Employability in 90 Minutes 1:00-2:30		Resumes That Work 2:00-3:30	Spanish Employ Florida Orientation 2:00-4:00
Professional Interviewing Skills 10:15-11:45	Professional Interviewing Skills 2:00-3:00		Online Applications 2:00-3:30	Online Applications 2:00-3:30
	Career & Workplace Communication 10:15-11:45			
15	16	17	18	19
Job Power 8:30-10:00	Resumes That Work 8:30-10:00	Resume Development 1:15-3:00	Computer Skills 8:30-10:00	Social Media 8:30-10:00
Computer Skills 10:15-11:45	Computer Skills 8:30-10:00	Florida Ready to Work 8:30-10:00	Resume Development 8:30-10:00	Future Plans 10:15-12:15
Job Power 10:15-11:45	Employ Florida Orientation 10:15-11:45	Financial Recovery 2:00-3:30	Career Development 8:30-10:00	Future Plans 8:30-10:00
Resumes That Work 1:15-3:00	Employability in 90 Minutes 1:00-2:30	Focus on Finance 10:00-12:00	Resumes That Work 2:00-3:30	Spanish Florida Skills Assessment 2:00-4:00
Employ Florida Orientation 8:30-10:00	Job Power 2:00-3:00	Professional Interviewing Skills 2:00-3:30		Employment Success 2:00-3:30
	Social Media 2:00-3:30			
22	23	24	25	26
Breaking Down Barriers 8:30-10:00	Florida Ready to Work 8:30-10:00	Professional Interviewing Skills 1:15-3:00	Computer Skills 8:30-10:00	Financial Recovery 8:30-10:00
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Resumes That Work 1:15-3:00	Employability in 90 Minutes 1:00-2:30		Resumes That Work 2:00-3:30	
LinkedIn Lab 10:15-11:45	Professional Interviewing Skills 2:00-3:30			
	Future Plans 10:15-11:45			

Key	
South County Center - 3420 8th Ave South, St. Petersburg, FL 33711	
Gulf to Bay Center - 2312 Gulf to Bay Blvd, Clearwater, FL 33765	
Tyrone Center - 22nd Ave North, St. Petersburg, FL 33710	7701
Tarpon Springs Center - 682 E Klosterman Rd., Tarpon Springs, FL 34689	

Career Source Pinellas is an equal opportunity employer/programs. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the

Course descriptions are located on the back of this schedule.
Register for each event at <http://www.careersourcepinellas.com/events>.

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

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 Ready To Work: Employee credentialing program that prepares participants to test job for job credentialing.

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. **NOTE: This a Spanish only workshop is done at GTB location only.**

Job Power Seminar: This dynamic seminar covers job seeking skills for today's job market; programs available at Career Source to enhance your current skills or gain new skills employers are looking for; and services to assist with transitioning to that next great opportunity. Topics also include 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: A 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 for an interview, learn 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: This workshop provides job seekers with a professional critique and feedback 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: 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.

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