



## EMPLOYABILITY SKILLS WORKSHOPS AND SEMINARS

**Basic Computer Workshop:** Learn the basic functions of a computer, including hands-on tutorials for using a mouse. You will leave with a better understanding of the basic concepts of a computer. **\*\* This workshop is offered in Spanish at the Clearwater center**

**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

**Disability Orientation & Ticket to Work:** This is a targeted workshop for persons with disabilities. The orientation sessions provide information about resources, services and the tools provided by CareerSource to assist you in obtaining employment. Learn strategies to address and overcome barriers, what is a reasonable accommodation, and information on the Ticket to Work program.

**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. 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.

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

**Florida Ready to Work Orientation:** A new employee credentialing program that prepares participants to test job for job credentialing.

**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.

**Getting Started With LinkedIn:** This is a hands-on workshop for those individuals who do not have a LinkedIn account. Utilizing an individual's email address participants will be walked thru the steps of creating a LinkedIn account. Participants must have computer skills and an email address.

**Intermediate Computer Workshop:** This hands-on workshop is for those who already have basic computer skills. Learn how to create and format a document, save the document to the computer and then to upload the document to an application.

**Job Power Seminar:** This dynamic seminar covers job seeking skills for today's job market. Topic include changes in the employment market, the hidden job market, resumes for the 21<sup>st</sup> century and the #1 hiring characteristic all employers are looking for!

**Labor Market Information:** Learn the specific labor market information of your work 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 EmployFlorida 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

**Re-Employment Assistance Orientation:** Learn how to navigate the RA website. Overview of the new RA process using the CONNECT web-based claims managements system.

**Resume Development I:** This workshop will discuss the different types of resumes, the basic information required on a resume, and how to communicate effectively on your resume to maximize your chances of getting noticed.

**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**

**SOAR: Strategies On Achieving Reemployment.** This very comprehensive workshop is **1 day a week for 4 weeks** and will give you the confidence, strategies, and resources needed today!

**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.

**Targeting Your Employment Transition:** For professionals with resumes that want to enhance their resume and get noticed. Learn what employers are looking for in resumes today. **Must bring 2 copies of your resume to attend the workshop.**