



## 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

**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**

**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. 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.

**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.

**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!

**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 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.