


February 2016 Pensacola Workshop Calendar

CareerSource Escarosa
Pensacola Career Center

Reservations are required for all workshops.
Click on the workshop name below to register.

3670 North L Street Pensacola, FL 32505
Phone: 850-607-8700 Fax: 850-607-8849

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
Typing Skills 9:00 – 11:00 Resume "A" 1:30 – 3:30	Strategies for Senior Job Seekers 9:00 – 11:00 Resume 1:1 12:30 – 4:00	Open Lab Orientation 9:00 – 11:00	Interview Skills 9:00 – 11:30 Basic Computer "B" 1:30 – 3:30	Open Lab Assisted 9:00 – 11:00
8	9	10	11	12
Resume "B" 8:30 – 12:00 Basic Computer "A" 1:30 – 3:30	Strategies for Senior Job Seekers 9:00 – 11:00 Resume 1:1 Milton One - Stop 12:30 – 4:00	Open Lab Orientation 9:00 – 11:00	Interview Skills 9:00 – 11:30 Mock Interviews 1:30 – 3:30	Open Lab Assisted 9:00 – 11:00
15	16	17	18	19
CLOSED 	Resume "A" 9:00 – 11:00 Basic Computer "A" 1:30 – 3:30	Open Lab Orientation 9:00 – 11:00	Resume "B" 8:30 – 12:00 How to Overcome the Top 7 Fears Employers Have About Hiring Ex-offenders 1:30- 3:30	Open Lab Assisted 8:30 – 10:30 Budgeting 101 9:00 – 11:00
22	23	24	25	26
Typing Skills 9:00 – 11:00 Basic Computer "B" 1:30 – 3:30	Basic Computer "A" 9:00 – 11:00 Interview Skills 1:00 – 3:30	Open Lab Orientation 9:00 – 11:00	How to Apply for a Federal Job 9:00 – 12:00 How to Cope With Stress and Anxiety During Your Job Search 1:30 – 3:30 Resume 1:1 1:00 – 3:30	Open Lab Assisted 9:00 – 11:00
29				
No Scheduled Workshops				

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Workshop Descriptions

Due to spacing concerns, reservations **are required** to attend all workshops. Visit www.careersourceescarosa.com to register to attend any one of our no-cost workshops. Please arrive 5-10 minutes prior to class start time, late arrivals will be asked to reschedule.

Basic Computer “A”: Covers the basic components of the computer. You will leave with a free email address. If you’ve never used a computer or are scared that you might break it, then this is the workshop for you!

Basic Computer “B”: Expands on the information gained in part “A”. Learn terminology, definitions, how to maneuver in Microsoft Word and save information. Send an attachment through your email. Participants should have an accessible email account before attending this workshop.

Open Lab Orientation: A self-paced tutorial based workshop using the VLC program (Microsoft 2010) covering beginner Mouse training and everything in-between (except MS Access). You will create a user account to allow you to work at your own pace, mastering the skills and functions of each program.

Open Lab Assisted: For those who have completed the Open Lab Orientation, this workshop is a continuation of the VLC program.

Typing Skills: Using self-paced typing tutorials improving words per minute, and learning the fundamentals of typing, while increasing WPM

Resume “A”: Discover techniques and principles in writing an effective targeted resume, application, cover letter, and review effective follow-up techniques. Everyone will be provided a resume format to handwrite a draft of their resume, on their own time.

Resume “B”: Must have a completed handwritten resume worksheet or have an actual old or new resume to work from. Must have email address access to send your completed resume to yourself or a medium to store your resume. Will type the resume into Word, upload to the Employ Florida Marketplace, upload to your thumb drive/USB and print 10 copies.

Interview Skills: Designed to give you pointers on resume/body language/personal appearance and interview skills. Come and see if this can be the difference between getting and not getting a job.

Navigating Employ Florida: Learn how to navigate through the Employ Florida Marketplace, utilizing Virtual Recruiter, Resume Builder and Job Search components.

Senior Job Seeker Strategies: Older workers have strengths that can make them the most qualified applicant for employment. Discover how to avoid the common mistakes made by the senior job seeker.

Mock Interviews: Learn how to conduct a mock interview to prepare you for the real thing! Also learn how to respond appropriately to difficult interview questions.

How to Apply for a Federal Job: If you are interested in Federal Jobs or Government Employment, this workshop is for you! Come join us for a comprehensive class covering the entire application process.

Budgeting 101: A new workshop offering presented by Pen Air Federal Credit Union; In this **NO-COST** workshop, participants will learn about proper budgeting techniques, how to balance a checkbook, the importance of having a checking account, and more! **Registration is required in advance.**

Resume One on One: Scheduled appointments for one on one personal resume assistance, One hour sessions.

Please call 850-607-8700, ext.133 to schedule your one hour appointment.

How to Overcome the Top Seven Fears Employers Have About Hiring Ex-offenders: This workshop addresses the top seven fears commonly held by employers with regard to hiring ex-offenders. After completing this workshop, ex-offenders will be equipped to help employers overcome those fears and will be able to job search with new found confidence.

How to Cope With Stress and Anxiety During Your Job Search: This Workshop will cover specific techniques that will help jobseekers reduce stress and anxiety during their job search. Following the workshop, participants will be able to immediately implement the techniques covered to produce better results in their job searching efforts and experience a heightened sense of self-confidence