

# March 2017 Milton Workshop Calendar

**CareerSource Escarosa**  
Milton Career Center

Reservations are required for all workshops.  
Call 850-983-5325 to schedule attendance at least 1 day in advance.

5725 Highway 90 Milton, FL 32583  
Phone: 850-983-5325 Fax: 850-983-5330

Mon	Tue	Wed	Thu	Fri
		1	2	3
		Resume "A" 9:00 – 11:00	Customer Service Skills 9:00 – 11:00	
6	7	8	9	10
Navigating the Employ Florida Marketplace 9:00 – 11:00	Open Lab 9:00 – 11:00	Basic Computer "A" 9:00 – 11:00	Interviewing Skills 9:00 – 11:00	
13	14	15	16	17
Resume "A" 9:00 – 11:00	Open Lab 9:00 – 11:00	Customer Service Skills 9:00 – 11:00	Navigating the Employ Florida Marketplace 9:00 – 11:00	
20	21	22	23	24
Basic Computer "A" 9:00 – 11:00	Open Lab 9:00 – 11:00	Interviewing Skills 9:00 – 11:00	Resume "A" 9:00 – 11:00	
27	28	29	30	31
Customer Service Skills 9:00 – 11:00	Open Lab 9:00 – 11:00	Navigating the Employ Florida Marketplace 9:00 – 11:00	Open Lab 9:00 – 11:00	

# CareerSource Escarosa - Milton Career Center

## Workshop Descriptions

Due to spacing concerns, reservations **are required** to attend all workshops. Please call (850) 983-5325 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”:** Learn the basic skills to be able to confidently navigate on a computer: Logging in and out, How to use the Mouse, Various other computer skills.

**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). Some users may also utilize various other programs, depending on their needs.

**Interviewing 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 within EFM; with emphasis on Resume Builder, Virtual Recruiter and Job Search; review of Labor Market Information and Communication Center.

**Resume “A”:** Combining both the theory of writing effective resumes, cover letters and filling out applications, plus learning how to determine a sustainable minimum wage.

**Customer Service Skills:** Find out what “internal” and “external” customer service is and how to deliver it efficiently. Learn what upsets some and calms others down.