

January 2017 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
2 CLOSED 	3 Navigating Employ Florida 9:00 – 10:30 Open Lab Orientation 1:00 – 3:00 So You Think You Can Dress 1:00 -2:00	4 Open Lab Assisted 9:00 – 11:00 Interview Skills 1:00 – 2:00	5 Basic Computer Concepts 9:00 – 10:00 Social Media & Networking for Job Seekers 1:00 – 3:00	6
9 Typing Skills 9:00 – 10:30 Open Lab Orientation 1:00 – 3:00	10 How to Apply for a Federal Job 9:00 – 12:00 Crafting an Elevator Pitch 1:00 – 2:30 Resume One on One 1:00 - 3:30	11 Open Lab Assisted 9:00 – 11:00 Establishing Employer Bonds 1:00 – 2:00 Resume A & B 12:00 – 3:30	12 Strategies for Senior Job Seekers 9:00 – 11:00 Basic Computer Concepts 1:00 – 2:00	13
16 CLOSED 	17 Navigating Employ Florida 9:00 – 10:30 Bouncing Back from Job Loss 1:00 – 2:00 Typing Skills 1:30 – 3:00	18 Open Lab Assisted 9:00 – 11:00 Understanding & Navigating the Hiring Process 1:00 – 2:00	19 Basic Computer Concepts 9:00 -10:00 So You Think You Can Dress 1:00 – 2:00 Social Media & Networking for Job Seekers 1:30 – 3:30	20
23 Typing Skills 9:00 – 10:30 Resume A & B 12:00 – 3:30	24 Navigating Employ Florida 9:00 – 10:30 Crafting an Elevator Pitch 1:00 – 2:30 Open Lab Orientation 1:30 – 3:30	25 Open Lab Assisted 9:00 – 11:00 Interview Skills 1:00 – 2:00	26 Basic Computer Concepts 9:00 10:00 Bouncing Back from Job Loss 1:00 – 2:00 Mock Interviews 1:30 – 3:30	27
30 Typing Skills 9:00 – 10:30 Social Media & Networking for Job Seekers 1:30 – 3:30	31 Navigating Employ Florida 9:00 – 10:30 Resume One on One 12:00 – 3:30			

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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 Concepts: Learn the basic skills to be able to confidently navigate on a computer: Logging in and out, How to use the Mouse, Opening internet explorer pages.

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: Self-paced typing tutorials improving WPM and learning the fundamentals of typing, while increasing WPM.

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

Resume "A & B": Please bring any resumes you currently have with you to the workshop.

Combining both the theory of writing effective resumes, cover letters and filling out applications, plus learning how to determine a sustainable minimum wage. Will then type the resume in Word, load to Employ Florida and upload to your thumb drive or email account.

Success Transitioning: Military to Civilian Resume Assistance: The skills you developed as a service member are valuable and in high demand, but describing those skills to a prospective employer can be challenging. You may have trouble communicating the culture gap that exists between military and civilian workplaces. This workshop will help to translate military experience to civilian employment.

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.

Resume 1:1 Appointments: Scheduled appointments for one on one personal resume assistance, One hour sessions. Call (850)607-8700, ext. 100

Understanding and Navigating the Hiring Process: In this workshop participants will learn the fundamentals of the hiring process and how to position themselves to be called for an interview.

Establishing Employer Bonds: In this workshop participants will learn the proper way of establishing employer bonds that will ultimately lead to more interviews and job offers.

Social Media and Networking for Your Job Seekers: This workshop will discuss the importance and use of social media as a networking tool in your job search. When we are finished, you should have a better understanding of how using online social media sites can extend your network range and increase your employment.

So You Think You Can Dress:

Your appearance is one of the most important aspects of your professional success. Join us to learn about the importance of proper dress as it relates to interviewing and business situations.

Crafting an Elevator Pitch: Learn techniques on how to craft a 30-second speech that summarizes who you are, what you do and why you'd be a perfect candidate.

Bouncing Back from Job Loss: Losing your job is hard! Join us to learn how to bounce back from the loss of your job!