

# June 2018 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
4	5	6	7	8
11	12	13	14	15
<a href="#">Resume A &amp; B</a> 9:00 – 12:30	<a href="#">Mock Interviews</a> 1:30 – 3:30	<a href="#">Open Lab Orientation</a> 9:00 – 11:00  <a href="#">Social Media &amp; Networking for Job Seekers</a> 1:30 – 3:30	<a href="#">Typing Skills</a> 9:00 – 10:30  <a href="#">Interview Skills</a> 1:00 – 2:45	<a href="#">Open Lab Assisted</a> 9:00 – 11:00
18	19	20	21	22
<a href="#">Typing Skills</a> 9:00 – 10:30  <a href="#">Customer Service Skills</a> 1:00 – 2:45	<a href="#">Navigating Employ Florida</a> 1:30 – 3:15	<a href="#">Open Lab Orientation</a> 9:00 – 11:00	<a href="#">Summer Job Fair</a> <a href="#">Milton Campus of Pensacola State</a> <a href="#">10:00 – 2:00</a>	<b>CLOSED</b>  <b>STAFF IN-SERVICE</b> <b>TRAINING DAY</b>
25	26	27	28	29
<a href="#">Understanding Your Credit &amp; Credit Score</a> <a href="#">w/ Central Credit Union</a> <a href="#">10:00 – 11:30</a>  <a href="#">Typing Skills</a> <a href="#">1:30 – 3:00</a>	<a href="#">Interview Skills</a> <a href="#">1:30 – 2:45</a>	<a href="#">Resume A &amp; B</a> <a href="#">9:00 – 12:30</a>	<a href="#">How to Apply for a Federal Job</a> <a href="#">10:00 – 11:00</a>  <a href="#">Social Media &amp; Networking for Job Seekers</a> <a href="#">1:30 – 3:30</a>	<a href="#">Open Lab Assisted</a> <a href="#">9:00 – 11:00</a>  <a href="#">Resume Appointments</a> <a href="#">1:00 – 4:00</a>

# CareerSource Escarosa - Pensacola Career Center

## Workshop Descriptions

Due to spacing concerns, reservations are required to attend all workshops. Visit [www.careersourceescarosa.com](http://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.

*If you are not able to attend a workshop. Please use our contact number on the calendar to cancel.*

*June 21, 2018 Summer Job Fair Milton Campus of Pensacola State College – Please join us for our annual Job Fair. Dress to Impress, Bring your Smile, Bring your Resume. Follow our Facebook page for updates on Employers attending.*

**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. *Intended for those with marginal computer skills*

**Open Lab Orientation:** A self-paced tutorial based workshop using the WLC program (Microsoft 2013) covering beginner Mouse training and everything in-between.

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 WLC 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 Employ Florida; with emphasis on Resume Builder, Virtual Recruiter and Job Search; review of Labor Market Occupational profiles and My Profile. \*\*\*\**PLEASE HAVE YOUR USERNAME & PASSWORD WITH YOU*\*\*\*\*

**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.

**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

**Customer Service Skills:** Learn 16 skills that every great employee should know, in providing exceptional customer service.

**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.

*Understanding Your Credit & Your Credit Score: Topics include tips on how to establish credit, how to keep good credit, what makes up the credit score, things you can do to rebuild your credit and much more. Don't miss out on this informative presentation brought to you by Central Credit Union.*