

# March 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
		1	2	3
		<a href="#">Open Lab Assisted</a> 9:00 – 11:00  <a href="#">Establishing Employer Bonds</a> 1:00 – 2:00	<a href="#">Mock Interviews</a> 9:00 -11:00  <a href="#">Basic Computer Concepts</a> 1:00 – 2:00	<a href="#">Resume 1:1 Appointments</a> 7:30 – 10:30
6	7	8	9	10
<a href="#">Resume A &amp; B</a> 8:30 – 12:00	<a href="#">Navigating Employ Florida</a> 9:00 – 10:30  <a href="#">Strategies for Senior Job Seekers</a> 1:00 – 2:30	<a href="#">Open Lab Assisted</a> 9:00 – 11:00  <a href="#">Interview Skills</a> 1:00 – 2:30	<a href="#">Typing Skills</a> 9:00 – 11:00  <a href="#">Social Media &amp; Networking for Job Seekers</a> 1:00 – 3:00	<a href="#">Resume 1:1 Appointments</a> 7:30 – 10:30
13	14	15	16	17
<a href="#">Typing Skills</a> 9:00 – 11:00  <a href="#">Open Lab Orientation</a> 1:00 – 3:00	<a href="#">Navigating Employ Florida</a> 9:00 – 10:30  <a href="#">Basic Computer Concepts</a> 1:00 – 2:00	<a href="#">Open Lab Assisted</a> 9:00 – 11:00  <a href="#">Understanding &amp; Navigating the Hiring Process</a> 1:00 – 2:00	<a href="#">How to Apply for a Federal Job</a> 9:00 – 12:00	<a href="#">Resume 1:1 Appointments</a> 7:30 -10:30
20	21	22	23	24
<a href="#">Someday Isle</a> 8:30 – 10:00  <a href="#">Open Lab Orientation</a> 1:00 – 3:00	<a href="#">Navigating Employ Florida</a> 9:00 – 10:30  <a href="#">Social Media &amp; Networking for Job Seekers</a> 1:00 – 3:00	<a href="#">Open Lab Assisted</a> 9:00 – 11:00  <a href="#">Interview Skills</a> 1:00 – 2:30	<a href="#">Resume A &amp; B</a> 8:30 – 12:00  <a href="#">Typing Skills</a> 1:30 – 3:30	<a href="#">Resume 1:1 Appointments</a> 7:30 -10:30
27	28	29	30	31
<a href="#">Typing Skills</a> 9:00 – 11:00  <a href="#">Diversity</a> 1:30 – 3:30	<a href="#">Navigating Employ Florida</a> 9:00 – 10:30  <a href="#">Strategies for Senior Job Seekers</a> 1:00 – 2:30	<a href="#">Open Lab Orientation</a> 9:00 – 11:00  <a href="#">Establishing Employer Bonds</a> 1:00 – 2:00	<a href="#">Mock Interviews</a> 9:00 – 11:00  <a href="#">Basic Computer Concepts</a> 1:00 – 2:00	<a href="#">Resume 1:1 Appointments</a> 7:30 – 10:30

# 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.

**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.

**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.

**Diversity:** This workshop is meant for anyone who feels there is a lack of productive discourse around issues of diversity and the role of identity in social relationships, both on an individual and communal level.

**Someday Isle:** This course is designed to serve as a guide to help you get safely off the emotional merry-go-round that often keeps people 'stuck.', with exercises to help you define who you are now and what is important to you.