

May 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 Navigating the Employ Florida Marketplace 9:00 – 11:00	2 Open Lab 9:00 – 11:00	3 Resume “A” 9:00 – 11:00	4 Customer Service Skills 9:00 – 11:00	5
8 Navigating the Employ Florida Marketplace 9:00 – 11:00	9 Open Lab 9:00 – 11:00	10 Basic Computer “A” 9:00 – 11:00	11 Interviewing Skills 9:00 – 11:00	12
15 Resume “A” 9:00 – 11:00	16 Open Lab 9:00 – 11:00	17 Customer Service Skills 9:00 – 11:00	18 Navigating the Employ Florida Marketplace 9:00 – 11:00	19
22 Basic Computer “A” 9:00 – 11:00	23 Open Lab 9:00 – 11:00	24 Resume “A” 9:00 – 11:00	25 Interviewing Skills 9:00 – 11:00	26
29 CLOSED Memorial Day Holiday	30 Open Lab 9:00 – 11:00	31 Customer Service Skills 9:00 – 11:00		

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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”: Covers the basic components of the computer. If you’ve never used a computer or are scared that you might break it, then this is the workshop for you!

Open Lab: A self-paced tutorial based workshop using the VLC program (Microsoft 2007) covering beginner Mouse training - Microsoft Advanced PowerPoint 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. May also utilize www.gcflearnfree.org for independent self-guided study.

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.

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.

Customer Service Skills: Learn pointers to provide friendly and courteous service to internal and external customers.

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