

# June 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
			<a href="#">Mock Interviews</a> 9:00 -11:00  <a href="#">Diversity</a> 1:30 – 3:30	<a href="#">Career Counseling Appointments</a> 7:30 – 10:30
5	6	7	8	9
<a href="#">Resume A &amp; B</a> 9:00 – 12:30  <a href="#">Typing</a> 1:30 – 3:00	<a href="#">Navigating Employ Florida</a> 9:00 – 10:30  <a href="#">So You Think you Can Dress</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="#">Basic Computer Concepts</a> 9:00 – 10:00  <a href="#">Social Media &amp; Networking for Job Seekers</a> 1:00 – 3:00	<a href="#">Career Counseling Appointments</a> 7:30 – 10:30
12	13	14	15	16
<a href="#">Typing Skills</a> 9:00 – 10:30  <a href="#">Open Lab Orientation</a> 1:00 – 3:00	<a href="#">Navigating Employ Florida</a> 9:00 – 10:30  <a href="#">Diversity</a> 1:00 – 3:00	<a href="#">Open Lab Assisted</a> 9:00 – 11:00  <a href="#">Mock Interviews</a> 1:30 – 3:30	<a href="#">Budgeting 101</a> 10:00 – 11:30  <a href="#">Someday Isle</a> 1:30- 3:30	Santa Rosa Job Fair Pensacola State College Milton Campus 9:00 – 1:00
19	20	21	22	23
<a href="#">How to Apply for a Federal Job</a> 9:00 – 12:00  <a href="#">Open Lab Orientation</a> 1:30 – 3:30	<a href="#">Navigating Employ Florida</a> 9:00 – 10:30  <a href="#">So You Think you Can Dress</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="#">Resume A &amp; B</a> 9:00 – 12:30  <a href="#">Typing Skills</a> 1:30 – 3:00	<a href="#">Career Counseling Appointments</a> 7:30 – 10:30
26	27	28	29	30
<a href="#">Open Lab Orientation</a> 9:00 – 11:00  <a href="#">Social Media &amp; Networking for Job Seekers</a> 1:00 – 3:00	<a href="#">Navigating Employ Florida</a> 9:00 – 10:30  <a href="#">Senior Job Seeker Strategies</a> 1:00 – 2:30	<a href="#">Open Lab Assisted</a> 9:00 – 11:00  <a href="#">Basic Computer Concepts</a> 1:00 2:00	<a href="#">Mock Interviews</a> 9:00 – 11:00  <a href="#">Someday Isle</a> 1:00 – 3:00	<a href="#">Career Counseling 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. **PLEASE MAKE SURE YOU HAVE YOUR USERNAME AND PASSWORD.**

**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.

**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.

**Career Counseling Appointments:** Scheduled appointments for one on one personal resume assistance, One hour sessions.

Please call 850-607-8700, ext.133 to schedule your one hour appointment.

**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. Additionally, you will have done a Color Analysis of your best season colors to wear.

**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.

**Budgeting 101:** Understanding credit, establishing a great relationship with a financial institution (whether it is a bank or credit union). How to create a simple budget and lastly how to be credit card smart and not use them as inflated income. When the clients are placed in a job and need these skills to maintain their financial independence. Presented by Central Credit Union.