


September 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
4	5	6	7	8
OFFICE CLOSED LABOR DAY HOLIDAY	NO CLASSES IN MILTON THIS WEEK 			
11	12	13	14	15
Resume "A" 9:00 – 11:00	Open Lab 9:00 – 11:00	Customer Service Skills 9:00 – 11:00	Navigating the Employ Florida Marketplace 9:00 – 11:00	Welcome Aboard 1:00 – 3:00
18	19	20	21	22
Basic Computer "A" 9:00 – 11:00	Open Lab 9:00 – 11:00	Customer Service Skills 9:00 – 11:00	Interviewing Skills 9:00 – 11:00	
25	26	27	28	29
Basic Computer "A" 9:00 – 11:00	Open Lab 9:00 – 11:00	Resume "A" 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. You 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.

Welcome Aboard: If you are an active duty military spouse or dependent seeking employment in the Escambia or Santa Rosa county areas, this workshop is for you. Also discussed are unemployment compensation and educational opportunities.