

# October 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
2	3	4	5	6
9	10	11	12	13
<a href="#">Open Lab Orientation</a> 9:00 – 11:00  <a href="#">Mock Interview</a> 1:00 – 3:00	<a href="#">Navigating Employ Florida</a> 9:00 – 10:30  <a href="#">Interview Skills</a> 1:00 – 2:30 <a href="#">Ex – Offender Orientation</a> 1:00 – 2:00	<a href="#">How to Apply for a Federal Job</a> 9:00 – 12:00  <a href="#">Understanding and Navigating the Hiring Process</a> 1:00 – 2:00	<a href="#">Resume A &amp; B</a> 9:00 – 12:30  <a href="#">Typing Skills</a> 2:00 – 3:30	<a href="#">Open Lab Assisted</a> 9:00 – 11:00  <a href="#">Resume 1:1 Appointments</a> 1:00 – 4:00
16	17	18	19	20
<a href="#">Basic Computer Concepts</a> 9:00 – 10:00  <a href="#">Strategies for Senior Job Seekers</a> 1:30 – 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 Orientation</a> 9:00 – 11:00  <a href="#">Interview Skills</a> 1:00 – 2:30	<a href="#">Typing Skills</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="#">Resume 1:1 Appointments</a> 1:00 – 4:00
23	24	25	26	27
<a href="#">Resume A &amp; B</a> 9:00 – 12:30  <a href="#">Basic Computer Concepts</a> 2:00 – 3:00	<a href="#">Budgeting 101</a> 10:00 – 11:30  <a href="#">Navigating Employ Florida</a> 1:00 – 2:30 <a href="#">Ex – Offender Orientation</a> 1:00 – 2:00	<a href="#">Open Lab Orientation</a> 9:00 – 11:00  <a href="#">Establishing Employer Bonds</a> 1:00 – 2:00	<a href="#">Typing Skills</a> 9:00 – 10:30  <a href="#">Someday Isle</a> 1:00 – 3:00 <a href="#">Welcome Aboard</a> 1:00 – 3:00	<a href="#">Open Lab Assisted</a> 9:00 – 11:00  <a href="#">Resume 1:1 Appointments</a> 1:00 0 4:00
30	31			
<a href="#">Basic Computer Concepts</a> 9:00 – 10:00  <a href="#">Strategies for Senior Job Seekers</a> 1:00 – 2:30	<a href="#">Navigating Employ Florida</a> 9:00 – 10:30  <a href="#">Interview Skills</a> 1:00 – 2:30			

# 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 WLC program (Microsoft 2013) 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 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 Dashboard Tiles.

**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.

**Strategies for Senior Job Seekers:** 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.

**Welcome Abroad: 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. **Those that indicate a Military Spouse or Dependent, FL National Guard or Reservist – Please call 850-607-8700 ext. 112 to register for the workshop.**

**Ex- Offender Orientation: This workshop is intended for those that have barriers to employment.**

**Please call 850-607-8700 ext. 157 to register for one of the two sessions.**

**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**.

**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.