



December 2017 Milton Workshop Calendar

CareerSource Escarosa
Milton Career Center

Reservations are required for all workshops.
Click on the workshop name below to register.

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
<u>Ex-Offender Orientation</u> <u>1:00 – 3:00</u>	<u>Open Lab</u> <u>9:00 – 11:00</u>	<u>Resume A & B</u> <u>9:00 - 12:30</u>	<u>Interviewing Skills</u> <u>9:00 – 11:00</u>	
11	12	13	14	15
<u>Navigating Employ Florida</u> <u>9:00 – 11:00</u>	<u>Open Lab</u> <u>9:00 – 11:00</u>	<u>Resume 1:1 Appointments</u> <u>9:00 – 12:00</u>	<u>Resume A & B</u> <u>9:00 - 12:30</u>	<u>Welcome Aboard</u> <u>1:00 – 3:00</u>
18	19	20	21	22
<u>Resume 1:1 Appointments</u> <u>9:00 – 12:00</u>	<u>Open Lab</u> <u>9:00 – 11:00</u>	<u>Interviewing Skills</u> <u>9:00 – 11:00</u>	<u>Navigating Employ Florida</u> <u>9:00 – 11:00</u>	
25	26	27	28	29
CLOSED FOR HOLIDAY 	CLOSED FOR HOLIDAY 			

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Workshop Descriptions

Due to spacing concerns, reservations are required to attend all workshops. Visit 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. If you cannot attend, please call to cancel your spot. Thank You.

Basic Computer “A”: Learn the *basic* skills to be able to confidently navigate on a computer: Logging in and out, How to use the Mouse, Opening internet browser pages, as well as other skills...

Open Lab: 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 utilize www.gcflearnfree.org (or another website or resource) for independent self-guided study.

Resume “A &B”: **Please bring a thumb drive or your email/www.employflorida.com account name/password with you to class.** Discover techniques and principles in writing an effective targeted resume, application, cover letter, and review effective follow-up techniques. Everyone will draft and print their resume on the computer and then save it to their thumb drive or upload it to their email or Employ Florida account.

Interviewing 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.

Resume 1:1 Appointments: Scheduled appointments for one-on-one personal resume assistance. **One hour sessions.**

Please call (850) 983-5325 ext. 223 to schedule your appointment.

Navigating Employ Florida: Learn how to navigate through employflorida.com, utilizing Virtual Recruiter, Resume Builder, Job Search and various other 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.

Please call Myra Gamblin at: (850) 607-8700 ext. 112 to register for *this* class.

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

Please call Sheila Savage at: (850) 607-8700 ext. 157 to register for *this* class.