

CareerSource Escarosa - Pensacola Career Center

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.

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 –**

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.