


July 2018 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 Open Lab Orientation 9:00 – 11:00 Customer Service 1:00 – 2:45	3 Navigating Employ Florida 1:30 – 3:15	4 CLOSED 	5 Interview Skills 9:00 – 10:45 Typing Skills 1:30 – 3:00	6 Open Lab Assisted 9:00 – 11:00 Career Counseling Appointments 1:00 – 4:00
9 Resume A & B 9:00 – 12:30	10 Typing Skills 1:30 – 3:00	11 Open Lab Orientation 9:00 – 11:00	12 Budgeting 101 Presented by Central Credit Union 10:00 – 11:30	13 Open Lab Assisted 9:00 – 11:00 Career Counseling Appointments 1:00 – 4:00
16 Typing Skills 9:00 – 10:30 Social Media & Networking for Job Seekers 1:00 – 3:00	17 Navigating Employ Florida 1:30 – 3:15	18 Open Lab Orientation 9:00 – 11:00	19 Interview Skills 9:00 – 10:45	20 Open Lab Assisted 9:00 – 11:00 Career Counseling Appointments 1:00 – 4:00
23 How to Apply for a Federal Job 10:00 – 11:00 Customer Service 1:30 – 2:45	24 Interview Skills 1:30 – 2:45	25 Open Lab Orientation 9:00 – 11:00	26 Mock Interviews 9:00 – 11:00 Typing Skills 1:00 – 2:30	27 Open Lab Assisted 9:00 – 11:00 Career Counseling Appointments 1:00 – 4:00
30 Resume A & B 9:00 – 12:30	31 Social Media & Networking for Job Seekers 1:30 – 3:30			

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.

Open Lab Orientation: A self-paced tutorial based workshop using the WLC program (Microsoft 2013) covering beginner Mouse training and everything in-between. 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 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.

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.

Customer Service Skills: Learn 16 skills that every great employee should know, in providing exceptional customer service.

Budgeting 101: Central Credit Union is presenting a workshop, at NO-COST to you. In this workshop, you will learn proper budgeting techniques, the importance of having a checking account and how to balance a checkbook. An understanding of establishing a great relationship with a financial institution (whether it is a bank or credit union). You will walk away with an understanding of credit, how to create a simple budget and lastly how to be credit card smart and not use them as inflated income. When you are placed in a job, you will need these skills and more to maintain your financial independence.

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.**