

# Milton Workshop Calendar

## November 2016

**CareerSource Escarosa**  
Milton Career Center

Reservations are required for all workshops.  
Call 850-983-5325 to reserve your seat.

5725 Highway 90 | Milton, FL 32583  
p: (850) 983-5325 | f: (850) 983-5330

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
	Open Lab 9:00 - 11:00	Customer Service Skills 9:00 - 11:00	Interviewing Skills 9:00 - 11:00	
7	8	9	10	11
Resume "A" 9:00 - 11:00	Open Lab 9:00 - 11:00	Navigating the Employ Florida Marketplace 9:00 - 11:00	Basic Computer "A" 9:00 - 11:00	CLOSED VETERAN'S DAY HOLIDAY
14	15	16	17	18
Navigating the Employ Florida Marketplace 9:00 - 11:00	Open Lab 9:00 - 11:00	Interviewing Skills 9:00 - 11:00	Resume "A" 9:00 - 11:00	
21	22	23	24	25
Basic Computer "A" 9:00 - 11:00	Open Lab 9:00 - 11:00	Customer Service Skills 9:00 - 11:00	CLOSED THANKSGIVING HOLIDAY	CLOSED THANKSGIVING HOLIDAY
28	29	30		
Resume "A" 9:00 - 11:00	Open Lab 9:00 - 11:00	Navigating the Employ Florida Marketplace 9:00 - 11:00		



## Milton Career Center Workshop Descriptions

**Due to spacing concerns, reservations are required to attend all workshops. Call 850-983-5325 to sign up 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 choose to utilize [www.gcflearnfree.org](http://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.