



| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
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Workshop Descriptions

Employ Florida Lab

An open lab to provide assistance when using Employ Florida's Marketplace user guide and website for updating general information and completing the background wizard and assist with questions about the job search in EFM. The clinic is also available for resume revisions in EFM template and or creating a resume in EFM for the first time.

Pre-Requisites: Basic Computer Skills (Mouse Control, Keyboard and Navigation skills)

Computer Lab

If you are a job seeker and entering into the world of technology, then this workshop will introduce you on how to use the mouse and keyboard, along with identifying and navigating components of the desktop, how to use a flash drive, save and upload a document on the internet when filling out application. We will also introduce you to web base tutorials that will help you with basic computer skills, typing, how to use the internet and Microsoft Office.

Open Lab

Offered exclusively at our Garden City location, Open Lab provides an opportunity for career seekers to obtain help and guidance with a variety of hands-on activities related to the job search process. The Open Lab Facilitator is there to provide assistance to those working in the Employ Florida Marketplace in areas such as initial registration, resume construction, job search, and career/market research. Feedback and assistance can also be provided to those building resumes using standard word processing software. Those wishing to research potential career options can receive help in the registration and use of the My Career Shines website where they can conduct self-assessments and improve job search and job related skills. Lastly, those in need of improving basic computer or word processing skills can also receive assistance via several computer-based training (CBT) websites.

Prerequisite: Those seeking assistance with anything other than basic computer skills, must possess basic computer skills (Mouse Control, Keyboard and Navigation skills)