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# Garden City Workshop Calendar

2102 Avenue Q, Room 15, Fort Pierce, FL 34950

Job Seekers who wish to attend a workshop must be referred by a CSRC staff member. This will ensure that you are attending the appropriate workshop for your job search plan.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

# Workshop Descriptions

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## **Interest/Proficiency Assessments (By Referral)**

Provides a two-hour session during which career seekers may accomplish a wide variety of assessments related to their employment search efforts. Career seekers who desire to take assessments during these periods must meet with, and be referred by a Staffing Specialist prior to attendance.

## **Job Search Strategies**

Experience shows that individuals who have a thorough understanding of the job search process in today's job market secure employment more effectively than those who do not. Therefore, we developed this workshop to provide career seekers key information regarding a successful job search process. Topics include organizing for an effective job search; employment planning to include personal assessments and necessary market research; social media considerations; and networking. The workshop also provides an overview of the job search and assessment modules of the Employ Florida website.

## **Application & Resume Success**

In addition to an introduction to the importance of a well-written resume, this workshop discusses factors associated with completion of effective applications and cover letters. The workshop will examine the purpose and structure of these extremely important documents. It also uses a "hands on approach" and provides an opportunity to create, update, and format resumes using the Employ Florida website.

## **Interview Preparation**

Interviewing for the next best job, how to face fears! Workshop discussion topics include preparing for the interview, how to answer the most common and difficult questions confidently and closing the interview. Participants receive resources and tips for success!

## **Open Lab**

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 website in areas such as initial registration, resume construction, job search, and career/market research. The facilitator will also provide feedback and assistance 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 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.

## **Computer Basics**

Introduces job seekers to the basic features of a personal computer. Career seekers will become oriented to basic computer components including the mouse and keyboard layout. The workshop also introduces participants to basic computer navigation. This introductory workshop is designed for those individuals who lack basic computer, mouse and keyboarding skills.

## **Word Processing Basics**

Learn the basics of word processing in order to enhance your career search experience. During this workshop, we will learn how to download a resume from Employ Florida and then how to transform this resume to an attractive eye appealing and computer friendly document.

## **Making the Most of the Job Fair**

This workshop will help you develop the skills you need to get the most out of your job fair experience including application and resume preparation, interviewing skills techniques, networking, and developing your "infomercial". Don't just come to the job fair, come prepared!