September 2018

1085 South Main Street Belle Glade, FL 33430

NEW! Online Workshops are now available!

Visit: http://www.careersourcepbc.com/ABOUTUS/JOBSEEKERS/EventCalendars.aspx

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 11:30am – 4:30pm Microsoft Word Certification	4 9:00am – 10:00am Re-Entry Interviewing Skills 11:30am – 4:30pm Microsoft Word Certification	5 1:00pm – 4:00pm Basic Computer Skills 11:30am – 4:30pm Microsoft Word Certification	6 11:30am – 4:30pm Microsoft Word Certification 2:00pm – 3:00pm (MT) Basic Resume Builder	7
10 11:30am – 4:30pm Microsoft Word Certification	11 9:00am – 10:00am Re-Entry Interviewing Skills 11:30am – 4:30pm Microsoft Word Certification	12 1:00pm – 4:00pm Basic Computer Skills 11:30am – 4:30pm Microsoft Word Certification	13 11:30am – 4:30pm Microsoft Word Certification 2:00pm – 3:00pm (BC) Basic Resume Builder	14
17 11:30am – 4:30pm Microsoft Word Certification	18 9:00am – 10:00am Re-Entry Interviewing Skills 11:30am – 4:30pm Microsoft Word Certification	19 **Event:** **9:00am – 12pm** **Career Fair @ PBSC** 1:00pm – 4:00pm Basic Computer Skills 11:30am – 4:30pm Microsoft Word Certification	20 11:30am – 4:30pm Microsoft Word Certification 2:00pm – 3:00pm (GT) Basic Resume Builder	21
24 11:30am – 4:30pm Microsoft Word Certification	25 9:00am – 10:00am Re-Entry Interviewing Skills 11:30am – 4:30pm Microsoft Word Certification	26 1:00pm – 4:00pm Basic Computer Skills 11:30am – 4:30pm Microsoft Word Certification	27 11:30am – 4:30pm Microsoft Word Certification 2:00pm – 3:00pm (SH) Basic Resume Builder	28

Information is subject to change without prior notice. Programs funded through Career Source Palm Beach County are Equal Opportunity Programs and auxiliary aids and services are available upon request for individuals with disabilities. EA/EO

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Center Orientation & Registration ***Limit 12 participants-*** **first come, first served**	Learn about the services and resources we offer and how to make the best use of them! Receive assistance with registration, completing your background information and creating or uploading a resume in Employ Florida (EF). These are the minimum State of Florida requirements necessary to be eligible for Re-employment services.
Basic Computer Skills ***Limit 12 participants per session***	Learn about the services and resources we offer and how to make the best use of them! Receive assistance with registration, completing your background information and creating or uploading a resume in Employ Florida (EF). These are the minimum State of Florida requirements necessary to be eligible for Re-employment services.
Microsoft Word Certification ***Limit 12 participants per session***	Learn hands on how to operate Microsoft Office - Word 2016 program. Upon successful completion you will obtain a Microsoft Word Certification.
Basic Resume Builder ***Limit 12 participants per session***	***Must be registered and completed Background Wizard in EF. Requires EF Username and Password to attend session.*** The Basic Resume Builder is designed to create your baseline resume. At the end of the session you will have a professional resume that highlights your skills and abilities. This resume will be uploaded in the Employ Florida website for employers to see. A paper copy will be provided to you for future use.
Re-Entry Interviewing Skills ***Limit 8 participants per session***	***Must be registered and completed Background Wizard in EF. Requires EF Username and Password to attend session.*** Reentry Interviewing Workshop is designed to help you to prepare for answer questions as it relates to you arrest history. It also includes instructions on creating additional documents to support your resume to address your background history. At the end of the session you will have a letter to support your professional resume that explains you background history and highlights your skills and abilities.
Optimal Resume **Online Workshop**	This Resume Builder program combines expert advice, high-quality samples and job market information to help you create value-based, targeted resumes for every job opportunity. Go to: www.careersourcepbc.optimalresume.com ***To* Create An Account *on Optimal Resume, follow the instructions in the "How It Works" window on the home page of the website.***
Optimal Interview **Online Workshop**	This Interviewing program makes it easy to refine your interviewing skills from the comfort of your own home. It allows you to control all aspects of an interview practice session, including the interview type, the number of questions, your response format and the interviewer. Go to: www.careersourcepbc.optimalresume.com ***Optimal Interview is a feature on the Optimal Resume website. To* Create An Account, *follow the instructions in the "How It Works" window on the home page of the website.***

Workshops will be open for check-in 10 minutes prior to the start time. Workshops, with the exception of the Center Orientation, require proof of Registration on the Employ Florida (EF) website. Registration may be completed at www.employflorida.com Staff will be available to assist in verification. It is requested that attendees be seated before the doors close 10 minutes after the scheduled start.

Dress appropriately – (No shorts, tanktops, flip-flops or cut-offs)

*Please note: Space is limited for all workshops and orientation sessions.

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