Job Readiness Workshops

The Job Readiness Workshop provides emphases on building self-esteem, employability skills, job search techniques, career exploration, resumes, interviewing and job success skills. The workshops are designed to teach job seekers on how to obtain and sustain employment.

To Attend the Job Readiness Workshop follow the steps below:
1. Register in Employ Florida (www.employflorida.com)
2. Obtain a Job Readiness Referral from a Career Specialist or call ahead to reserve your seat
3. Please dress for success as job searching and other employment activities are included

Classes are: Monday – Friday | 8:00 AM – 1:00 PM

Attend any day or all ten, your choice from the topics below:

Day 1, Monday  
**Introduction to Job Search** - Labor Economic Facts, Rewards of Work, Employ Florida tips, Networking Directly with Employers

Day 2, Tuesday  
**Applications – What's New?** - OCR Scanning Technology and Major Changes on Applications, Creating a Master Application

Day 3, Wednesday  
**Resumes and Cover Letters** - New Value-Based Format, “How To write an Effective and Concise Cover Letter”

Day 4, Thursday  
**Interviewing and Planning for Success (Part 1)** - Top Interview Questions, “How To Stand Out with a Memorable Answer, Opening and Closing the Interview”

Day 5, Friday  
**Practicing and Perfecting Interview Skills (Part 2)** - Review of Top Interview Questions, Video Interviews, Interviewing Styles/Interview Likability, Job Searching/Interviewing Follow-up Strategies

Day 6, Monday  
**Marketing Yourself** - Employ Florida Job Search Shortcuts, Situational Interview Questions, Dressing to Impress

Day 7, Tuesday  
**Communications and Teambuilding** - Professional Networking Strategies, Responding Tactfully to Difficult Interview Questions, Handling Supervisor Feedback

Day 8, Wednesday  
**Money Management** - Creating a Professional Information Card, Investment and Retirement Planning, Understanding Credit Score Impact; Negotiating Salary in the Interview; Financial Resources; Saving Strategies – (Guest Speakers); Discussing Criminal Background with the Employer and Resources

Day 9, Thursday  
**Preparing for Success** - A-Team Customer Conflict Resolution (with External Customers), Understanding Learning Styles, Answering 'Why Do You Want to Work for the Company?'

Day 10, Friday  
**Career Exploration/Customer Service** - Career Exploration and Self-assessment using Employ Florida Marketplace, Conducting Informational Interviews, Links to Free Online College/Training Courses, Goal Setting
# Mini Job Readiness Workshops

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<tr>
<th>Workshops</th>
<th>Dates</th>
<th>Times</th>
<th>Locations</th>
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<tbody>
<tr>
<td><strong>Resumes 101</strong></td>
<td>Mondays</td>
<td>2:00PM – 3:30PM</td>
<td>309 N. Ingraham Ave Lakeland, FL 33801, 500 East Lake Howard Winter Haven, FL 33881</td>
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<tr>
<td>Creating a Basic Resume</td>
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<tr>
<td><strong>How To Become An Entrepreneur</strong></td>
<td>Wednesdays</td>
<td>2:00PM – 3:30PM</td>
<td>309 N. Ingraham Ave Lakeland, FL 33801, 500 East Lake Howard Winter Haven, FL 33881</td>
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<tr>
<td>How to start your own business!</td>
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<tr>
<td><strong>Resumes 102</strong></td>
<td>Wednesdays</td>
<td>2:00PM – 3:30PM</td>
<td>309 N. Ingraham Ave Lakeland, FL 33801, 500 East Lake Howard Winter Haven, FL 33881</td>
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<tr>
<td>Critiquing and Perfecting Your Existing Resume</td>
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<tr>
<td><strong>Computer and EFM Basics</strong></td>
<td>Thursdays</td>
<td>12:00PM – 1:00PM</td>
<td>309 N. Ingraham Ave Lakeland, FL 33801, 500 East Lake Howard Winter Haven, FL 33881</td>
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<td>Learning to use a keyboard, connecting to the internet, computer terminology, and navigating Employflorida.com</td>
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<td><strong>Fresh Start: Stop the Revolving Door - Ex-Offender Workshop</strong></td>
<td>Fridays</td>
<td>2:00PM – 3:30PM</td>
<td>309 N. Ingraham Ave Lakeland, FL 33801, 500 East Lake Howard Winter Haven, FL 33881</td>
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<td>Job Search, Federal Bonding, Secrets to a positive Job Interview and Much More!</td>
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