



## Daily Class and Workshop Schedule: July, 2010 Central Career Center

1951 N. Military Trail, Ste. D, West Palm Beach, FL 33409

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p><u>Note:</u> Employ Florida Marketplace (EFM) is the on-line employment resource for job-seekers and employers: <a href="http://www.employflorida.com">www.employflorida.com</a></p>	<p><u>June 29</u> <b>8:30-9:00</b> Center Orientation <b>9:00-11:00</b> EFM Registration <b>12:30-2:30</b> Resumes and Cover Letters</p>	<p><u>June 30</u> <b>8:30-9:00</b> Center Orientation <b>9:00-11:00</b> EFM Registration <b>12:30-2:30</b> Resumes and Cover Letters</p>	<p><u>July 1</u> <b>9:00-11:00</b> Interviewing Strategies <b>11:30-1:00</b> Computer Basics 101 <b>2:00-4:00</b> EFM Registration <b>Spanish</b></p>	<p><b>2</b>  <b>9:00-10:30</b> Computer Skills 102 For online job searching <b>This workshop requires computer literacy</b></p>
<p><b>Monday thru Thursday: 1:00 pm to 2:00 pm</b> "Florida Back to Work" Program – Orientation for those applying for jobs through the Florida Back To Work Program</p>				
<p>5 <i>Happy Birthday America</i>  <b>Independence Day</b> Workforce Alliance Career Center closed</p>	<p>6 <b>8:30-9:00</b> Center Orientation <b>9:00-11:00</b> EFM Registration <b>12:30-2:30</b> Resumes and Cover Letters</p>	<p>7 <b>8:30-9:00</b> Center Orientation <b>9:00-11:00</b> EFM Registration <b>12:30-2:30</b> Resumes and Cover Letters</p>	<p>8 <b>9:00-11:00</b> Interviewing Strategies <b>11:30-1:00</b> Computer Basics 101 <b>2:00-4:00</b> EFM Registration <b>Spanish</b></p>	<p>9  <b>9:00-10:30</b> Computer Skills 102 For online job searching <b>This workshop requires computer literacy</b></p>
<p><b>Tuesday thru Thursday: 1:00 pm to 2:00 pm</b> "Florida Back to Work" Program – Orientation for those applying for jobs through the Florida Back To Work Program</p>				
<p>12 <b>8:30-9:00</b> Center Orientation <b>9:00-11:00</b> EFM Registration <b>12:30-2:30</b> Resumes and Cover Letters</p>	<p>13 <b>8:30-9:00</b> Center Orientation <b>9:00-11:00</b> EFM Registration <b>12:30-2:30</b> Resumes and Cover Letters</p>	<p>14 <b>8:30-9:00</b> Center Orientation <b>9:00-11:00</b> EFM Registration <b>12:30-2:30</b> Resumes and Cover Letters</p>	<p>15 <b>9:00-11:00</b> Interviewing Strategies <b>11:30-1:00</b> Computer Basics 101 <b>2:00-4:00</b> EFM Registration <b>Spanish</b></p>	<p>16  <b>9:00-10:30</b> Computer Skills 102 For online job searching <b>This workshop requires computer literacy</b></p>
<p><b>Monday thru Thursday: 1:00 pm to 2:00 pm</b> "Florida Back to Work" Program – Orientation for those applying for jobs through the Florida Back To Work Program</p>				
<p>19 <b>8:30-9:00</b> Center Orientation <b>9:00-11:00</b> EFM Registration <b>12:30-2:30</b> Resumes and Cover Letters</p>	<p>20 <b>8:30-9:00</b> Center Orientation <b>9:00-11:00</b> EFM Registration <b>12:30-2:30</b> Resumes and Cover Letters</p>	<p>21 <b>8:30-9:00</b> Center Orientation <b>9:00-11:00</b> EFM Registration <b>12:30-2:30</b> Resumes and Cover Letters</p>	<p>22 <b>9:00-11:00</b> Interviewing Strategies <b>11:30-1:00</b> Computer Basics 101 <b>2:00-4:00</b> EFM Registration <b>Spanish</b></p>	<p>23  <b>9:00-10:30</b> Computer Skills 102 For online job searching <b>This workshop requires computer literacy</b></p>
<p><b>Monday thru Thursday: 1:00 pm to 2:00 pm</b> "Florida Back to Work" Program – Orientation for those applying for jobs through the Florida Back To Work Program</p>				
<p>26 <b>8:30-9:00</b> Center Orientation <b>9:00-11:00</b> EFM Registration <b>12:30-2:30</b> Resumes and Cover Letters</p>	<p>27 <b>8:30-9:00</b> Center Orientation <b>9:00-11:00</b> EFM Registration <b>12:30-2:30</b> Resumes and Cover Letters</p>	<p>28 <b>8:30-9:00</b> Center Orientation <b>9:00-11:00</b> EFM Registration <b>12:30-2:30</b> Resumes and Cover Letters</p>	<p>29 <b>9:00-11:00</b> Interviewing Strategies <b>11:30-1:00</b> Computer Basics 101 <b>2:00-4:00</b> EFM Registration <b>Spanish</b></p>	<p>30  <b>9:00-10:30</b> Computer Skills 102 For online job searching <b>This workshop requires computer literacy</b></p>
<p><b>Monday thru Thursday: 1:00 pm to 2:00 pm</b> "Florida Back to Work" Program – Orientation for those applying for jobs through the Florida Back To Work Program</p>				

Information is subject to change without prior notice. Programs funded through Workforce Alliance are Equal Opportunity programs and auxiliary aids and services are available upon request for individuals with disabilities. EAVEO





**Daily Class and Workshop Schedule: July, 2010**  
**Central Career Center**

1951 N. Military Trail, Ste. D, West Palm Beach, FL 33409

<b><u>Title of Class/Workshop</u></b>	<b><u>Description</u></b>
<b>Center Orientation</b>	Learn about the various resources available to job-seekers at the Workforce Alliance Career Centers, and how to use them.
<b>Computer Basics 101</b>	This class is for people with little or no computer experience or those who want a refresher on the basics. Learn the computer keyboard, proper mouse control, and computer terminology through hands on practice.
<b>Computer Skill 102 For on-line job searching</b>	This workshop requires computer literacy. Master the art on-line applications. Learn basic computer skills to cut, paste, upload, browse, attach and email to employer websites.
<b>Resumes and Cover Letters (Power Paper) Must be registered in EFM</b>	Learn about the different types of resumes and which one is best for you. Get tips on turning it into "power paper" that will help you get an interview. Finalize your resume using EFM or bring your completed EFM resume and have it reviewed by a staff member, and do a job search for your next job.
<b>EFM Registration (www.employflorida.com)</b>  <i>This workshop requires computer literacy</i>	Become comfortable with the EFM website by registering and performing a job search during this class. You will be guided through entering your background information which will set you up to create a powerful resume.
<b>Interviewing Strategies</b>	Review the types of interviews and questions you may face in person and on line. Become aware of what to say/ not to say and the importance of body language. Learn how to prepare for the interview and how to follow up. New strategies to help you job develop and position yourself to land a job.
<b>Florida Back to Work Program Orientation</b>	An explanation of the " <b>Florida Back to Work Program</b> " and determination of eligibility for those who wish to be considered for jobs available in Palm Beach County through this program. This is a program recently introduced throughout the State of Florida by Governor Charlie Crist to bolster the economy of the State and create new jobs.

Workshops will be open for check-in 15 minutes before the start time. All Workshops will require proof of Employ Florida Registration – staff will be available to assist in verification. Workshops will begin on time and it is requested that attendees be seated before the doors close 10 minutes after the scheduled start. Late arrivals will be directed to the front desk for assistance.

**Dress appropriately – Be ready For an Interview (No shorts, midriffs, flip-flops or cut-offs)**

[www.pbcalliance.com](http://www.pbcalliance.com)

[www.employflorida.com](http://www.employflorida.com)

Information is subject to change without prior notice. Programs funded through Workforce Alliance are Equal Opportunity programs and auxiliary aids and services are available upon request for individuals with disabilities. EAVEO

