






Daily Class and Workshop Schedule: November, 2009 Central Career Center

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 <u>8:30-9:00</u> Center Orientation <u>9:00-11:00</u> EFM Registration <u>1:00-2:30</u> Writing Resumes and Cover Letters	3 <u>8:30-9:00</u> Center Orientation <u>9:00-11:00</u> EFM Registration <u>11:00-12:30</u> Writing Resumes and Cover Letters <u>1:30-3:30</u> Computer Basics	4 <u>8:30-9:00</u> Center Orientation <u>9:00-11:00</u> EFM Registration <u>11:00-12:30</u> Interviewing Skills <u>1:30-3:30</u> Word Basics	5 <u>9:00-10:30</u> Writing Resumes and Cover Letters <u>1:00-3:30</u> Computer Basics & EFM Registration <i>(Spanish Instruction)</i>	6 <div style="background-color: yellow; text-align: center; padding: 5px;">VETERANS JOB FAIR</div> <i>Resource Room/PPN open for normal customer service.</i>
9 <u>8:30-9:00</u> Center Orientation <u>9:00-11:00</u> EFM Registration <u>1:00-2:30</u> Writing Resumes and Cover Letters	10 <u>8:30-9:00</u> Center Orientation <u>9:00-11:00</u> EFM Registration <u>11:00-12:30</u> Writing Resumes and Cover Letters <u>1:30-3:30</u> Computer Basics	11 Veterans Day We will celebrate and commemorate those who make and made freedom possible.  Office will be closed	12 <u>9:00-10:30</u> Writing Resumes and Cover Letters <u>1:00-3:30</u> Computer Basics & EFM Registration <i>(Spanish Instruction)</i>	13 <u>8:30-9:00</u> Center Orientation <u>9:00-11:00</u> EFM Registration <u>11:00-12:30</u> Interviewing Skills <u>1:00-2:30</u> Writing Resumes and Cover Letters
16 <u>8:30-9:00</u> Center Orientation <u>9:00-11:00</u> EFM Registration <u>1:00-2:30</u> Writing Resumes and Cover Letters	17 <u>8:30-9:00</u> Center Orientation <u>9:00-11:00</u> EFM Registration <u>11:00-12:30</u> Writing Resumes and Cover Letters <u>1:30-3:30</u> Computer Basics	18 <u>8:30-9:00</u> Center Orientation <u>9:00-11:00</u> EFM Registration <u>11:00-12:30</u> Interviewing Skills <u>1:30-3:30</u> Word Basics	19 <u>9:00-10:30</u> Writing Resumes and Cover Letters <u>1:00-3:30</u> Computer Basics & EFM Registration <i>(Spanish Instruction)</i>	20 <u>8:30-9:00</u> Center Orientation <u>9:00-11:00</u> EFM Registration <u>11:00-12:30</u> Interviewing Skills <u>1:00-2:30</u> Writing Resumes and Cover Letters
23 <u>8:30-9:00</u> Center Orientation <u>9:00-11:00</u> EFM Registration <u>1:00-2:30</u> Writing Resumes and Cover Letters	24 <u>8:30-9:00</u> Center Orientation <u>9:00-11:00</u> EFM Registration <u>11:00-12:30</u> Writing Resumes and Cover Letters <u>1:30-3:30</u> Computer Basics	25 <u>8:30-9:00</u> Center Orientation <u>9:00-11:00</u> EFM Registration <u>11:00-12:30</u> Interviewing Skills <u>1:30-3:30</u> Word Basics	26 THANKSGIVING DAY Workforce Alliance Career Centers are closed 	27 Workforce Alliance Career Centers are closed 
30 <u>8:30-9:00</u> Center Orientation <u>9:00-11:00</u> EFM Registration <u>1:00-2:30</u> Writing Resumes and Cover Letters				Note: Employ Florida Marketplace (EFM) is the on-line employment resource for job-seekers and employers: www.employflorida.com





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<u>Title of Class/Workshop</u>	<u>Description</u>
Computer Basics <i>*Available in English and Spanish</i>	A class 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.
Word Basics	Learn the basics of using Microsoft Word to create resumes and cover letters. We will cover how to create, change, copy/paste, and browse/attach documents.
Writing Resumes and Cover Letters (Power Paper)	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, have it reviewed by a staff member, and job search for you next job.
EFM Registration (www.employflorida.com) <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 resume which will set you up to create a powerful resume.
Interviewing Skills	Review the types of interviews and questions you may face. 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.

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 management requests all attendees be seated before doors close at 10 minutes after the hour. 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

www.employflorida.com

