





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

901 N. Congress Ave. Ste C-201, Boynton Beach, FL 33426

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 1:00 to 1:30 pm <ul style="list-style-type: none"> ● Center Orientation 1:30 to 3:00 pm <ul style="list-style-type: none"> ● Using Employ Florida Marketplace (EFM) 	3	4 2:00 to 3:00 pm <ul style="list-style-type: none"> ● Interviewing skills 	5 1:00 to 1:30 pm <ul style="list-style-type: none"> ● Center Orientation 1:30 to 3:00 pm <ul style="list-style-type: none"> ● Using Employ Florida Marketplace (EFM) 	6 1:30 to 2:30 pm <ul style="list-style-type: none"> ● Intro to Computers 3:00 to 4:00pm <ul style="list-style-type: none"> ● Beginning "WORD"
9 1:00 to 1:30 pm <ul style="list-style-type: none"> ● Center Orientation 1:30 to 3:00 pm <ul style="list-style-type: none"> ● Using Employ Florida Marketplace (EFM) 	10	11 Veteran's Day  Career Center Closed	12 1:00 to 1:30 pm <ul style="list-style-type: none"> ● Center Orientation 1:30 to 3:00 pm <ul style="list-style-type: none"> ● Using Employ Florida Marketplace (EFM) 	13 1:30 to 2:30 pm <ul style="list-style-type: none"> ● Intro to Computers 3:00 to 4:00pm <ul style="list-style-type: none"> ● Beginning "WORD"
16 1:00 to 1:30 pm <ul style="list-style-type: none"> ● Center Orientation 1:30 to 3:00 pm <ul style="list-style-type: none"> ● Using Employ Florida Marketplace (EFM) 	17	18 2:00 to 3:00 pm <ul style="list-style-type: none"> ● Interviewing skills 	19 1:00 to 1:30 pm <ul style="list-style-type: none"> ● Center Orientation 1:30 to 3:00 pm <ul style="list-style-type: none"> ● Using Employ Florida Marketplace (EFM) 	20 1:30 to 2:30 pm <ul style="list-style-type: none"> ● Intro to Computers 3:00 to 4:00pm <ul style="list-style-type: none"> ● Beginning "WORD"
23 1:00 to 1:30 pm <ul style="list-style-type: none"> ● Center Orientation 1:30 to 3:00 pm <ul style="list-style-type: none"> ● Using Employ Florida Marketplace (EFM) 	24	25 2:00 to 3:00 pm <ul style="list-style-type: none"> ● Interviewing skills 	26 Thanksgiving 	27 Center Closed
30 1:00 to 1:30 pm <ul style="list-style-type: none"> ● Center Orientation 1:30 to 3:00 pm <ul style="list-style-type: none"> ● Using Employ Florida Marketplace (EFM) 	<u>Note:</u> Employ Florida Marketplace (EFM) is the on-line employment resource for the job-seekers and employers: www.employflorida.com			





Description of Classes and Workshops

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<u>Title of Class/Workshop</u>	<u>Description</u>
Intro to Computers	This is for people with little or no computer experience. Learn how to operate a computer, or get a refresher on the basics. You will be introduced to Employ Florida Marketplace (www.employflorida.com), the on-line site for starting your job search. You will learn how to do a job search on the internet.
Beginning “Word”	You will learn how to create a “word” document, such as a resume or cover letter and then save it on a flash drive or other device. You will learn how to open the resume, change it, print it, and send it to an employer, or place it on an employer’s website.
Using Employ Florida Marketplace (EFM) & Placing Your Resume on EFM (www.employflorida.com) <i>This workshop requires computer literacy</i>	Employ Florida Marketplace (EFM) is the on-line employment resource for both job-seekers and employers. You will learn how to use the EFM website to look for a job and become a registered job-seeker. You will create and enter a resume in EFM that will be viewed by employers. <i>It is recommended that you have basic computer literacy and complete the “Writing Resumes and Cover Letters” class before attending.</i>
Interviewing skills	The interview is a critical step in securing a new job. This class will review successful techniques for interviews. Learn the questions that employers usually ask, and how to prepare for the tough ones. Learn what to say, and what not to say, and practice the techniques that will WOW the interviewer.

Workshops will be open for check-in 15 minutes before the start time. Workshops will begin on time and late arrivals will not be admitted. All workshops will require registration in Employ Florida Marketplace (EFM).

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

