8/10/17

Weekly Schedule of Activities

Palm Bay Career Center

5275 Babcock Street NE, Suite 8B, Palm Bay, FL 32905
Phone: (321) 504-7600 Fax: (321) 984-4994

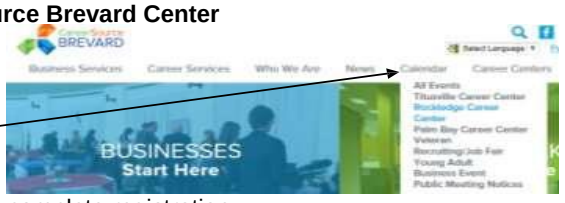
Monday – Thursday from 9:00am – 6:00pm and
Friday 8:00am – 12:00pm

Child-friendly hours: Monday-Thursday 4:30pm - 6:00pm

Please dress appropriately. For Dress Guidelines, ask your Greeter or Staff for a copy

Interested in Training Opportunities? Complete your request/application at www.training.careersourcebrevard.com

Please, No Food or Drink permitted in any CareerSource Brevard Center



Pre-Registration is required for workshops. To pre-register:

- Log on to www.careersourcebrevard.com.
- Scroll across the "Calendar" option and pick your preferred career center location.
- Click on the date of the class you are registering for.
- Find your class in the list of activities and click on it.
- Read the class description and click on registration link. This takes you to Eventbrite to complete registration.

Note: If you do not have an express or Veteran's gold card, please arrive early to obtain one.

Please note that all workshops are scheduled to begin on time. **As a courtesy to other participants, there will be no admittance 10 minutes after the start of a workshop.**

ACTIVITIES (Workshops and Other Services)	DAY (S)	TIME (S)
ORIENTATION TO CAREERSOURCE BREVARD SERVICES/RESOURCES. Visit our website at http://www.careersourcebrevard.com to view the "Tour of Services".	**On-line**	**24 hours per day**
EMPLOY FLORIDA / WORKFORCE REGISTRATION. A complete registration at employflorida.com is required PRIOR to obtaining job referrals and admittance to workshops and other events. This website offers a wide array of job search tools, labor market information and other employment resources.	**On-line**	**24 hours per day**
REEMPLOYMENT ASSISTANCE (UNEMPLOYMENT COMPENSATION) Options for filing: Via website www.floridajobs.org available online 24/7.	**On-line**	**24 hours per day**
TEMPORARY ASSISTANCE FOR NEEDY FAMILIES WORK REGISTRATION For applicants referred to CareerSource Brevard by Department of Children & Family only. No pre-registration required.	**Orientation On-line**	**24 hours per day**
CHILD CARE RESOURCES INFORMATION Information on childcare services & resources available in Brevard County.	**Monday – Thursday 9:00 am – 5:30 pm**	**Friday 8am – 12pm**
VETERAN SERVICES REPRESENTATIVES. Eligible veterans receive priority of service by our professional staff. Appointments are preferred.	**Monday - Thursday**	**9:00 am - 6:00 pm**
GED CLASSES – BREVARD ADULT EDUCATION AT PALM BAY CENTER. For students who want to take classes to prepare for and aquire the skills necessary to pass the High School Equivalency test. This is a non-graded open entry/open exit self paced program. The cost of the program is $30 per semester and a pictue ID is required. *See a staff member for more details to register.*	**Monday – Thursday**	**9:00 am – 1:30 pm**

See other side for schedule of workshops

Palm Bay career center Weekly Schedule of Activities

Classes listed below are approved activities to comply with your Reemployment Assistance weekly requirement. Must have an account on employflorida.com.

TOP 5 WAYS CAREERSOURCE BREVARD CAN HELP YOU RETURN TO WORK! If you are unemployed, we can help! Take this workshop to learn how. We offer many programs and services to help individuals return to work, and this workshop will highlight 5 of the most beneficial services we can provide to unemployed job seekers. Learn how to get connected to our staff for individualized, one-on-one assistance!	**Monday**	**9:30 am – 11:30 am**
RESUME WRITING 1 Evaluate your skills to provide career direction; critique and develop a value-based resume that speaks to the job description and the EMPLOYER, and what a Resume Portfolio is.	**Monday**	**1:00 pm - 4:00 pm**
LINKEDIN FOR RESEARCHING & NETWORKING More than 75% of employees obtain their employment through some element of networking. This workshop will focus on the ways you can use LinkedIn to network. It will also cover how to research companies and job opportunities. This is not a hands on workshop.	**2nd Tuesday of each Month Starting 12/13/16**	**1:30 pm – 3:30 pm**
PREPARING FOR THE INTERVIEW Interviewing techniques have changed. Don't miss out on the chance to sharpen your skills! Handle that interview and land the career YOU want! This workshop covers various interviewing styles, the 10 TOUGHEST questions asked, how to use a virtual interviewing program, and how to handle interviewing STRESS!	**Wednesday**	**1:00 pm - 4:00 pm**
RESUME WRITING 2 **Participants must complete a CareerSource Brevard Resume Writing 1 Workshop prior to attending this session.** This workshop is designed to assist individuals who have completed their resume and would like an opportunity to have it reviewed by a CareerSource Brevard staff member. Sessions are conducted in a small group format. **Seating is limited to six.** All participants are required to bring a printed copy of their updated resume. This workshop is not conducted on computers.	**Thursday**	**1:00 pm - 4:00 pm**
NEXTGEN INFORMATION SESSION – For young adults ages 18-24 who have a high school diploma or equivalent and not enrolled in school. Must be actively seeking employment. Session includes overview of no-cost assistance, eligibility review, program application and next step instructions to enroll. Pre-Registration required. Dress for an interview.	**Twice Monthly on Thursday. See CareerSource Brevard website for exact dates**	**1:30 pm - 4:30 pm**
BASICS OF MICROSOFT WORD & GETTING THE MOST OUT OF EMPLOYFLORIDA.COM Learn the basics of Microsoft Word and how to apply the features to a resume. This is a hands on class. Word 2013 will be utilized but the concepts are transferable to other versions of the program. Do you know how to make Employ Florida search for your desired jobs while sleeping? Attend this session to learn how to set up a Virtual Recruiter and best utilize other features of this website. **Seating is limited.**	**Basics of Word** 1st and 3rd Fridays **Most out of Employ Florida** 2nd and 4th Fridays	**Starting Jan 20th, 2017 9:00 am – 11:00 am**

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Please Register to Attend Workshops. Additional Services on other Side