May 2017 Schedule of Activities

Rockledge career center
295 Barnes Blvd., Rockledge, Florida 32955
Phone: (321) 504-7600 Fax: (321) 690-3218

NEW HOURS: Monday - Thursday from 9:00am - 6:00pm and Friday 8:00am - 12:00pm
Child Friendly Hours Monday - Thursday from 4:30pm - 6:00pm
Please dress appropriately. For Dress Guidelines, ask your Greeter for a copy, or click here.
INTERESTED IN TRAINING OPPORTUNITIES? Complete your request/application at training.careersourcebrevard.com

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 AND OTHER SERVICES	DAY (S)	TIME (S)
VETERAN SERVICES: Eligible veterans receive priority of service by our professional staff. Appointments are preferred.	**Monday - Thursday Friday**	**9:00 am - 6:00 pm 8:00 am - 12:00 pm**
REEMPLOYMENT ASSISTANCE BENEFIT APPLICATION AND CLAIMS PROCESS: For applicants experiencing difficulties with applying for benefits, requesting weekly compensation, need access to a computer, or filing an appeal.	**Monday - Thursday Friday**	**9:00 am - 6:00 pm 8:00 am - 12:00 pm**
VITA TAX PREPARATION: Free Tax Preparation is available to households earning less than $59,000 per year combined income.	**Mondays Jan 30 - Apr 18**	**12:00 pm - 5:00 pm**
ORIENTATION TO CAREERSOURCE BREVARD SERVICES/RESOURCES: Visit us 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.	**On-line**	**24 hours per day**
TEMPORARY ASSISTANCE FOR NEEDY FAMILIES WORK REGISTRATION: For applicants referred to CareerSource Brevard by Department of Children & Families only. No pre-registration required.	**Orientation On-line**	**24 hours per day**
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM: For applicants referred to CareerSource Brevard by Department of Children & Families only. No pre-registration required.	**Orientation On-line**	**24 hours per day**
NEXTGEN PROGRAM 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 available, eligibility review, program application and next step instructions to enroll. Pre-Registration required. Dress for an interview.	**. Twice Monthly on Tuesday. See CareerSource Brevard website for exact dates**	**1:00 pm - 4:00 pm**
JOB CORPS ORIENTATION: Are you 16-24 years old? This is a free education and training program assisting young people learn a career, earn a high school diploma or GED, as well as find and keep a good job.	**Call 407-495-1563 for dates and location nearest you**	

See other side for workshop schedules

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These classes are approved activities to comply for Reemployment Assistance.

FINANCIAL LITERACY WORKSHOP Learn how to be in charge of your money. Regardless of your employment status, this workshop will help you increase your understanding and skills. Learn how to create a realistic spending plan, identify ways to manage and/or decrease spending, management debt and credit and reduce stress by using simple money management techniques.	**Monday** **May 1 and May 15** **9:30 am - 10:45 am**
TOP 5 WAYS CAREERSOURCEBREVARD 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. This workshop will highlight five 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!	**Every Monday** **1:00 pm - 2:00 pm** **No Workshop May 29**
RESUME WRITING Today's resumes need to be a commercial of your talents, not a list of job descriptions. Understand the working philosophy of your resume. Learn how to market your Skills, Knowledge and Abilities that employers look for through value and creativity.	**Every Monday** **1:30 pm - 3:30 pm** **No Workshop May 29**
UNDERSTANDING ENERGY VS TIME MANAGEMENT TO SET AND MAINTAIN GOALS What is the difference between Interest and Commitment? This workshop is centered on employment strategies and self-awareness to set and reach realistic goals and the energy it takes to achieve them. Through practical techniques and positive working concepts you will gain a better understanding of the relationship between habits, behaviors, and the will power needed to create, organize and master your "To-Do List".	**Tuesday** **May 2 and May 23** **1:30 pm - 3:30 pm**
NETWORKING / LINKEDIN 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 and to research your industry, look into a company, and learn about job openings. The workshop will discuss how to create a LinkedIn profile, processes and methods on using LinkedIn as a job board and how a recruiter will use this site to find candidates. This is not a hands' on workshop.	**Tuesday** **May 9 and May 30** **1:30 pm - 3:30 pm**
BARRIERS TO EMPLOYMENT Making an impact in a competitive job market is challenging. Have you ever thought about what the employer is thinking when they interview or read and sift through piles of resumes deciding who the best candidates are? One of the ways you can ensure you make an impact is by looking at your job search through the eyes of an employer. Once you have a better understanding of how the employer sees things, your employment chances will increase.	**Tuesday** **May 16** **1:30 pm - 3:30 pm**
IDENTIFYING TRANSFERABLE, MARKETABLE AND SELF MANAGEMENT SKILLS Employers basically look at three types of skills: Job Related, Transferable, and Self-Management. These can come from your life, your work, and your educational experiences. This workshop is designed to identify and successfully communicate your skills to a potential employer and promote the skills you have to what an employer is looking for.	**Wednesdays** **May 3 and May 24** **1:30 pm - 3:30 pm**
SELF ESTEEM / ATTITUDE Like any skill, improving your Self-Esteem requires time and practice. This workshop is designed to introduce Positive Thinking Activities and Positive Thought Strategies towards developing good self-esteem by encouraging a positive and realistic attitude towards yourself and the world around you.	**Wednesday** **May 10 and May 31** **1:30 pm - 3:30 pm**
COMPUTER SKILLS / EF / WORD Whether you are a novice or experienced at using MS Word, this workshop will maximize the power of your resume as well as build your confidence in basic computer skills. Each student will learn and gain valuable insight into the capabilities of Employ Florida. Maximize your resources by using the EmployFlorida career assessments, Resume Building, Job Searching, and many other unique Individual Services that increase career seekers overall employment opportunities. **THIS IS A HANDS-ON WORKSHOP. Limited seating. Sorry, no walk-ins.**	**Wednesday** **May 17** **1:30 pm - 3:30 pm**
PREPARING FOR THE INTERVIEW Focused on the importance of preparation and practice, this workshop is designed to reduce the anxiety and stress associated with the interview process. Understand how nonverbal body language, targeting your answers to what an employer is asking as well as how to generate meaningful questions will separate you from other candidates!	**Every Thursday** **1:30 pm - 3:30 pm**
5 STEPS TO RAPID EMPLOYMENT Learn a systematic, step-by-step process for landing a job. Develop these cutting edge self-marketing tools: Candidate Matrix, Value-Based Resume, M.A.P. (Meticulous Action Plan), Interview Portfolio. Learn and practice creative Networking & Interviewing techniques to convey your new winning attitude during your job campaign. Align your life passions and values with your career goals to achieve ultimate happiness and success. Master new skills for taking massive action to effectively implement your plan and beat your competition to the job!	**Monday - Thursday** **May 8 - May 25** **9:15 am - 12:00 pm** **daily** **Call 321-504-7600 for Registration Information.**

Must have employflorida.com account

Please register to attend workshops. Instructions for how to register and additional services on other side…

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