November 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 "**HERE**". 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**
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.

NOTE NEW DATES ***NEW TIMES*** ***NEW WORKSHOPS!***

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** **9:15 am - 12:00 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** **Nov 14** **9:15 am - 11:15 am**
BASICS OF MICROSOFT WORD 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.	**Wednesday** **Nov 1, Nov 15, Nov 29** **9:15 am - 11:15 am**
GETTING THE MOST OUT OF EMPLOYFLORIDA.COM 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.	**Wednesday** **Nov 8 and Nov 22** **9:15 am - 11:15 am**
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** **9:15 am - 11:15 am** **NOTE:** **No Workshop Nov 23**
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.	**Friday** **Nov 3** **9:30 am - 10:45 am**
WRITING A FEDERAL RESUME WEBINAR The presentation highlights a three part process to assist applicants in writing their Federal resume. Attendees will be shown a real job announcement and walked through a process that helps tailor their resumes with that job. It will provide a quick overview of the resume builder on USAJOBS.	**Friday** **Nov 17** **10:00 am - 11:30 am**

Must have employflorida.com account

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