

Workplace workshops offer lots to love



this Valentine's and all year long



BY LAURA BYRNES, APR, CPRC,
COMMUNICATIONS MANAGER

While Cupid's arrows may bring you chocolates, flowers and romance this month, if what your heart truly desires is a great job, you'll be right on target with our free employability workshops that aim to help you navigate today's workplace, craft a job-specific resume designed to get you noticed and sharpen your interview skills.

These fee-free workshops take place at our Marion County Career Center, 2703 NE 14th St., in Ocala. You can check workshop dates on our Calendar of Events at www.careersourceclm.com and learn more or register by calling 352-840-5700 or 800-434-5627.

Computer Essentials, Mondays (Feb. 4, 11 and 18) from 9-11 a.m. Computer proficiency is now required to navigate in today's workplace – from job applications to managing company benefits and reporting time and attendance. This workshop focuses on the essentials needed for an effective job-search campaign and future employment

Employ Florida, Mondays (Feb. 4, 11 and 18) from 2-4 p.m. Learn to master Employ Florida, the state's go-to online job board for businesses and job candidates. This workshop will help you take ownership of, and stay focused on, your job search.

Navigate Today's Workplace, Tuesdays (Feb. 5, 12 and 19) from 9-11 a.m. This workshop covers the essential changes to the workplace and the HR processes that shape marketing strategies for job candidates. It will prepare you for supporting workshops designed to enhance your ability to market your skills to prospective employers.

Job Specific Resumes, Tuesdays (Feb. 5, 12 and 19) from 2-4 p.m. Learn about the role of your resume and the importance of showcasing your skills and qualifications on a job specific basis.

Interview Strategies that Get You Remembered, Thursdays (Feb. 8, 14 and 21) from 9-11 a.m. Learn strategies for responding to the "tell me about yourself" question; how to prepare for behavioral

interview questions; and the importance of being ready with your own questions at the end of the interview. You'll also be able to put your knowledge to work in a real-world interview with our team of coaches and recruiters. Bring your best resume and come dressed to impress.

Your Digital Footprint, Thursdays (Feb. 7 and Feb. 21) from 2-4 p.m. While hiring managers review your resume and application for skills and qualifications, they often also check your social media footprint to gauge how well you may fit in with their company culture. This workshop provides important tips on how to manage your social media presence and what to expect in the future. You'll also learn how businesses are using social media to promote their company and job opportunities.

Tips for Federal Jobs, Thursday, Feb. 14 from 1-3 p.m. This workshop provides effective strategies for applying for state and federal positions by helping you register with and navigate USAJOBS, the federal government's official employment site.

Beyond Barriers, Friday, Feb. 15 from 1-3 p.m. Are you ready, willing and able to work but fear work-related issues may stand in the way of securing a job? Learn about strategies and resources for overcoming obstacles to employment, such as the Federal Bonding program.

Here's something else to love: we have additional free workshops in Citrus and Levy counties which you are welcome to attend, if dates and times are more convenient.



Laura Byrnes, APR, CPRC, communications manager at CareerSource Citrus Levy Marion, is Accredited in Public Relations, a Certified Public Relations Counselor and a Florida Certified Workforce

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CONNECTING BUSINESSES & PROFESSIONALS

Would you love to hire the right job candidates with the right skills? Forget Cupid, you'll be right on target with fee-free business solutions that aim to meet your specific needs from CareerSource Citrus Levy Marion and our affiliate Talent Center.

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