



Career Central  
www.CareerCentral.jobs

# "Job Ready" Skills Preparation

Career Central, 4440 Grand Boulevard, New Port Richey, FL 34652 – 727 484-3400

Schedule subject to change, please confirm availability

(exact day and time) and registration as follows:

1. Go to [www.careercentral.jobs](http://www.careercentral.jobs) in the upper right hand corner and click on the calendar
2. Click on the drop down menu 'All Events' and select New Port Richey One Stop
3. When you decide on a workshop...under the calendar...if you are a new customer click on "Register". If you have attended a prior workshop click on "User Login"
4. After logging on, under "Onsite Events" click on "Click to Register"
5. From there click on the drop down menu for "Event Type" and then "Date and Location"
6. Once selected, click on "Register"
7. All workshops selected will appear under the right column for "Registered Events"
8. If for some reason you are unable to attend, please be so kind as to log back on the same way and "unregister" so someone might utilize your space.

**ARE YOU JOB READY-** What skills do you need for the job you want? What do you have to do to be the best candidate for the job you are after? This workshop will provide details on job preparedness skills.

**BASIC COMPUTER SKILLS FOR JOB SEEKERS-** This workshop consists of the very basic essentials to familiarize you with a computer. You will learn the mouse, the keyboard, and Microsoft Word and how to search for work.

**FIRST TIME EMAIL USER-** This workshop will set you up with a new email account. Once set up, now you can create new emails, receive email and use email to contact employers to locate the job you seek.

**ONE on ONE WORKSHOP-** Flexible in content, this workshop can be tailored to meet your specific needs. This workshop is a FOLLOW UP to any of the Job Ready workshops.

**WRITING A WINNING RESUME & COVER LETTER-** Ready to land the interview? Be sure your resume is in top shape by examining content, format, and those professional touches to get you noticed including a solid cover letter.

**INTERVIEWING SKILLS-** What's the number one reason people fail at an interview? This workshop will clue you in and present those techniques which will allow you to be confident at every phase of the interview process.

**POWER JOB SEARCH TECHNIQUES-** This is where all job search tips come together. This workshop delivers more in depth instruction on planning your search.

**BOOST YOUR SELF ESTEEM-** Depressed because you've been hunting for some time for a job? Would you say you need to boost your self-esteem? Join this workshop to learn about YOUR self-esteem and how to stay positive each and every day.

**NETWORKING: Social, Technical, Professional-** "It's not always what you know; it's who you know...." Now is the perfect time to begin building or to expand your personal network. Don't let this moment pass you by....become part of the 70%.

**BUSINESS ETHICS- (Better known as Work Ethics)** This module provides information that addresses the very core elements of what employers expect of a solid employee.

**PHONE ETIQUETTE & EMAIL ETIQUETTE-** Review of Do's and Don'ts using these electronic communication venues.

**CUSTOMER SERVICE & SATISFYING THE ANGRY CUSTOMER-** You'll gain insight into the 212 degrees concept and learn how to take the steps necessary to reduce stress and de-escalate the upset customer.

**TIME MANAGEMENT-** Employers are looking for the Candidates who use their available time effectively to maximize productivity while eliminating waste. Find out how.

**BUILDING FINANCIAL RESPONSIBILITY-** The candidate who reflects a solid financial plan shows the prospective employer that they have everything organized and under control. Learn how to do it here.

**CAREER CHANGERS-** You've worked in the same occupation for 20 to 30 years and just don't want to do that anymore. How do you transition your skills? Attend Career Changers for the "How To" steps to begin your new career.

**COMPLETING AN ACCEPTABLE JOB APPLICATION-** In this workshop you will benefit from information you will need to complete an application for employment and tips and suggestions for writing applications that make a great impression.

**HOW TO RETAIN YOUR JOB & KEYS TO JOB SUCCESS-** The phone rings....you got the job! So now how do you RETAIN your job? Participants learn practical skills for succeeding in vital areas.

**IMPROVE COMMUNICATION SKILLS-** Get tips on how to improve listening, observing, reading and following direction skills.

**TYPING-** Learn the "touch type" method to support all aspects of job hunting.

**NEW BEGINNING FOR THE EX-OFFENDER-** It is true that a felony conviction can make it more difficult to find and secure employment, but you are not without options. In the New Beginning for the Ex-Offender workshop, we'll discuss and examine changing the environment, employer/employee options, completing the application, and writing the resume.

Effective October 1, 2011

**Weekly Work Search contacts for week ending:**

**Saturday, \_\_\_\_\_, 2011 (Week 1)**

- Apply for jobs on different days of the week
- Please Note: Underscored items are Drop-down menus on the system when you enter this information.
- \* means this is a Mandatory entry

1.) **Method:\*** \_\_\_\_\_

Name: \_\_\_\_\_

Contact Date: \* \_\_\_\_\_

Business Name/Website/URL or email address:\*

\_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

Phone #: \_\_\_\_\_

Result: \* \_\_\_\_\_

Type of Work: \* \_\_\_\_\_

Job Reference Number: \_\_\_\_\_

4.) **Method:\*** \_\_\_\_\_

Name: \_\_\_\_\_

Contact Date: \* \_\_\_\_\_

Business Name/Website/URL or email address:\*

\_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

Phone #: \_\_\_\_\_

Result: \* \_\_\_\_\_

Type of Work: \* \_\_\_\_\_

Job Reference Number: \_\_\_\_\_

2.) **Method:\*** \_\_\_\_\_

Name: \_\_\_\_\_

Contact Date: \* \_\_\_\_\_

Business Name/Website/URL or email address:\*

\_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

Phone #: \_\_\_\_\_

Result: \* \_\_\_\_\_

Type of Work: \* \_\_\_\_\_

Job Reference Number: \_\_\_\_\_

5.) **Method:\*** \_\_\_\_\_

Name: \_\_\_\_\_

Contact Date: \* \_\_\_\_\_

Business Name/Website/URL or email address:\*

\_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

Phone #: \_\_\_\_\_

Result: \* \_\_\_\_\_

Type of Work: \* \_\_\_\_\_

Job Reference Number: \_\_\_\_\_

3.) **Method:\*** \_\_\_\_\_

Name: \_\_\_\_\_

Contact Date: \* \_\_\_\_\_

Business Name/Website/URL or email address:\*

\_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

Phone #: \_\_\_\_\_

Result: \* \_\_\_\_\_

Type of Work: \* \_\_\_\_\_

Job Reference Number: \_\_\_\_\_

\*\* For any week you are unable to find 5 jobs to apply for, please attend a scheduled Skills Workshop at Career Central. Register and schedule at: **careercentral.jobs**

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Did you attend a Workshop this week? If yes, record here.  
Date Attended: \_\_\_\_\_

Name of Workshop: \_\_\_\_\_

**OVER →**

**Weekly Work Search contacts for week ending:**

**Saturday, \_\_\_\_\_, 2011**

**(Week 2)**

- Be sure to apply for jobs on different days of the week
- Please Note: Underscored items are Drop-down menus on the system when you enter this information.
- \* means this is a Mandatory entry
- Call Unemployment with any problems in data entry at:

**1-800-204-2418**

**1.) Method:\*** \_\_\_\_\_

Name: \_\_\_\_\_

Contact Date: \* \_\_\_\_\_

Business Name/Website/URL or email address:\*

\_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

Phone #: \_\_\_\_\_

Result:\* \_\_\_\_\_

Type of Work:\* \_\_\_\_\_

Job Reference Number: \_\_\_\_\_

**2.) Method:\*** \_\_\_\_\_

Name: \_\_\_\_\_

Contact Date: \* \_\_\_\_\_

Business Name/Website/URL or email address:\*

\_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

Phone #: \_\_\_\_\_

Result:\* \_\_\_\_\_

Type of Work:\* \_\_\_\_\_

Job Reference Number: \_\_\_\_\_

**3.) Method:\*** \_\_\_\_\_

Name: \_\_\_\_\_

Contact Date: \* \_\_\_\_\_

Business Name/Website/URL or email address:\*

\_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

Phone #: \_\_\_\_\_

Result:\* \_\_\_\_\_

Type of Work:\* \_\_\_\_\_

Job Reference Number: \_\_\_\_\_

**4.) Method:\*** \_\_\_\_\_

Name: \_\_\_\_\_

Contact Date: \* \_\_\_\_\_

Business Name/Website/URL or email address:\*

\_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

Phone #: \_\_\_\_\_

Result:\* \_\_\_\_\_

Type of Work:\* \_\_\_\_\_

Job Reference Number: \_\_\_\_\_

**5.) Method:\*** \_\_\_\_\_

Name: \_\_\_\_\_

Contact Date: \* \_\_\_\_\_

Business Name/Website/URL or email address:\*

\_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

Phone #: \_\_\_\_\_

Result:\* \_\_\_\_\_

Type of Work:\* \_\_\_\_\_

Job Reference Number: \_\_\_\_\_

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**Did you attend a Workshop this week? If yes, record here.**

**Date Attended:** \_\_\_\_\_

**Name of Workshop:** \_\_\_\_\_

**MY NEXT CLAIM DATE IS:** \_\_\_\_\_