

Are you **18-24**

& need assistance planning your **FUTURE**



## Let CareerSource Tampa Bay help you:

- pay for your education at a local college or at our Career Prep Center;
- obtain an online high school diploma or GED;
- and get a JOB!

CareerSource Tampa Bay offers youth a chance to determine their career path, whether that leads to college, pre-vocational training, or a job. We offer training funds, career planning, job search assistance and so much more.

## GET STARTED TODAY!

For more information, email [wioayouth@careersourcetampabay.com](mailto:wioayouth@careersourcetampabay.com), call (813) 930-7817, or visit our Tampa career center youth department. Walk-ins are welcome Monday, Tuesday, Thursday, & Friday 8:00am - 5:00pm or Wednesdays 8:00am - 7:00pm.

CareerSource Tampa Bay is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Services at 711.



Workshop Title	Duration (Hrs.)	Workshop Summary	Comments
Basic Computers	2.0	Learn the basic functions of a computer, including hands on tutorials for using a mouse and keyboard.	Computer Lab
Basic Financial Literacy	2.0	Setting up and living within a crisis financial plan of action, reviewing your personal and household spending when funds are tight, prioritizing and facing reality. How credit impacts you. Understanding how to re-establish after a major crisis. How good credit can improve your chances of getting a good paying job or promotion.	
Breaking Barriers	2.0	Learn to identify common barriers to employment and how to deal with those barriers on job applications, resumes and interviews.	
<b>NEW</b> Career Mapping	1.5	Where does your career path lead? Learn about the <b>MANY</b> resources available, at no cost, to help you determine your next steps!	
<b>NEW</b> Careers in Manufacturing	1hr	Why work in manufacturing? Attend this one-hour workshop and find answers to which manufacturing career is right for you.	
Computer Skills for your Resume	2.0	Learn how to create and format a document using Microsoft Word. <i>This hands on workshop is for those who already have basic computer skills.</i>	Computer Lab
<b>NEW</b> Dress For Success	1.0	Discuss the importance of your appearance and dressing for success for the interview and in the workplace.	
Employment Success	2.0	Once you have become employed, what are the steps to maintaining employment? Discuss workforce changes, employer expectations, pitfalls and how to handle conflicts at work. Learn how to continue developing skills which can lead to promotions and other job opportunities.	
Employment Transition	2.0	Are you ready for the changing workplace? Learn how to reinvent yourself, use transferable skills and perhaps go back to school for that new job or career.	
Job Power	2.0	Power your job search with this seminar! Topics include: changes in the employment market, the hidden job market, skills employers are looking for and dealing with the stress of being unemployed.	



***As you begin your career pathway for your new or next career, gain a competitive edge by participating in trainings designed to help you succeed in the workforce.***  
***Attend any of our complimentary Employability Skills Training Courses to help better prepare you for that next journey!***

Workshop Title	Duration (Hrs.)	Workshop Summary	Comments
Job Search Computer Skills	1.5	Navigating the internet is essential in successful job searching. In this workshop, learn how to upload and download documents (including EFM resume and cover letter), along with attaching files to an email and other job searching skills.	Computer Lab
Labor Market Information (LMI) 101	1.5	Learn the importance of using LMI in your job search and new career! Discover the hot occupations and industries using websites such as BLS.gov and CareerOneStop.org.	
Labor Market Information (LMI) 102	1.5	Discover local and state LMI information using websites such as EmployFlorida Marketplace (EFM) and FREIDA.	
<b>NEW FORMAT</b> LinkedIn: Getting Started & Beyond	2.0	Need a LinkedIn profile, information on improving your existing profile and a complete overhaul of your profile? Then this hands-on workshop is right for you! Opportunity to optimize your job search via LinkedIn. <i>You should have basic computer skills to attend.</i>	
Navigating EmployFlorida Marketplace (EFM)	2.0	Learn how to navigate through EFM website features such as job search, creating a virtual job recruiter and more.	
Online Applications	2.0	Come and learn how to effectively apply for jobs using the various online methods.	Computer Lab
<b>NEW</b> Overview of CareerSource Tampa Bay	1.5	Discover the vast amount of services available all in one stop at each CSTB center located across Tampa Bay. Services are available for career seekers and veterans, youth and adults. Learn about many supportive specialty programs as well.	
Professional Interviewing Skills	2.5	Learn what interviews are all about and how to prepare for a successful interview. Discussions will include various types of interviews, common interview questions, along with what to do before, during and after an interview.	
Re-employment Assistance Orientation (RA) (CONNECT)	2.0	Learn how to navigate the RA website. Overview of the new RA process using the CONNECT web-based claims managements system.	
Resume Development	2.0	The resume is important in today's job search. Understand what a resume is, how to target your resume and the different types of resumes.	



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Resume Writing Lab	2.0	This lab is designed for job seekers with an existing resume who want to work on revising their resume while getting up to date information on resume development. <i>Please bring an electronic copy of your resume.</i>	Computer Lab
<b>NEW</b> Road to Re-entry	1.5	Re-entering the job market? Road to Re-entry provides insightful answers to many re-entry questions facing ex-offenders and important information about supportive programs.	
<b>NEW</b> Surviving a Layoff 101	1.5	You've been laid off...now what? Exploring job loss and how to cope with the new changes.	
<b>NEW</b> Surviving a Layoff 102	1.5	5 steps to overcoming a layoff.	
<b>NEW</b> Surviving a Layoff 103	1.5	Preparing for new job opportunities after a layoff.	

***All customers must have a basic EFM profile to request workshop registration. Walk in customers will be accepted if seating is available. No one will be admitted to a workshop 10 minutes after the start time.***

***Send the following information to the designated email address based on the location of the workshop requested:***

- ***Name***
- ***Name of Workshop***
- ***Time of Workshop***
- ***Date of Workshop***
- ***Phone Number***

[tampaworkshops@careersourcetampabay.com](mailto:tampaworkshops@careersourcetampabay.com)

[brandonworkshops@careersourcetampabay.com](mailto:brandonworkshops@careersourcetampabay.com)



# TAMPA BAY TECHHIRE

The Tampa Bay TechHire program will provide **FREE** accelerated training and paid work experience opportunities to over 1,000 young adults in high-growth industries and occupations critical to the regional economy – healthcare and information technology. Training will include tuition, lab and certification fees.

## IT certifications programs include:

- CompTIA A+
- Java Programming
- Mobile Applications Development
- Web Development
- Additional certification programs based on employer demand

## Healthcare certifications programs include:

- Phlebotomy

## Eligibility criteria:

- Must be between the ages of 17 and 29; and
- Unemployed or underemployed.
- Additional eligibility requirements apply.

**Contact us TODAY to get started!**

**Gabrielle Howard**

(813) 397-2059 or [howardg@careersourcetampabay.com](mailto:howardg@careersourcetampabay.com)

Visit [www.careersourcetampabay.com](http://www.careersourcetampabay.com) and click on the Tampa Bay TechHire Program button for more information and to apply!

## Training Partners:



*This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.*

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# WELDING & FABRICATION PROGRAM

*Get trained and ready for work in as  
**LITTLE AS 7 WEEKS!***



## ARE YOU OVER 18 & READY TO BEGIN YOUR CAREER PATH?

If you answered yes **WE CAN HELP!** Our no-cost Welding & Fabrication program offers classroom and field experiences that will equip students with the skills and knowledge to become more marketable to hiring employers. After successfully completing the program, participants will be considered for work experience opportunities.

*\* Candidates must be at least 18 years old and meet eligibility requirements.*

## YOUR FUTURE IS WAITING.

**FOR MORE INFORMATION, VISIT THE CAREER PREP CENTER OR CONTACT:**

Jemelle Wilds at 813-397-2037 or [wildsj@careersourcetampabay.com](mailto:wildsj@careersourcetampabay.com)

**TRAINING LOCATION:** Career Prep Center, 2605 N. 43rd Street, Tampa, FL 33605