

Online Professional Workshops

CareerSource Broward's professional workshops are available at **NO COST**. The workshops are designed to help keep you competitive in your search for employment and are taught by certified workforce professionals with you in mind. Presentations cover a variety of topics, including résumé writing, interview tips, social media, and more. **These workshops are currently being presented as live interactive webcasts using the Zoom platform.** Here are the workshops that we offer:

Career Pathways

This workshop is designed to motivate and empower job seekers to become employed. With the right tools, you can achieve this! Workshop topics include: understanding the changing job market, identifying your skills/accomplishments, networking strategies, job search methods/tips, and writing effective cover letters.

Soft Skills: Getting & Keeping the Job

Many of the most important skills needed in today's workplace are those that help us communicate, work well with others, manage time and resources, or adapt to change. This workshop will review the importance of the skills needed to get and keep a job.

TORQ (Transferable Occupation Readiness Quotient)

Learn how to use TORQ, an online software program that assesses your skills, compares them with other occupations that require similar skill sets, performs an analysis that shows you how close the skills matches are, and recommends additional training options.

Résumé Preparation

In this workshop, you will learn different résumé styles, as well as the importance of using keywords in your résumé and what hiring managers respond to most. Workshop topics include: résumé style options and benefits, the importance of keywords, and presenting your skills on a résumé.

Resolving Résumé Challenges

As you write and revise your résumé, there are a number of issues that may be preventing you from getting that interview. In this workshop, learn the most common résumé mistakes and let us help you get your résumé into the "yes" pile!

Note: it is recommended that you attend the Résumé Preparation workshop prior to this.

(More workshops listed on the back of this document)



If you are interested in attending any of the above online workshops, please visit:
<https://CareerSourceBroward.com/Career-Seekers/OnlineWorkshops>

Find Us On:



Workshops Continued

Social Networking Online

Get pointers on using social media to search for jobs, find decision-makers, and make new career connections. Workshop topics include: using social media to network, creating a profile online, building relationships, and job searching through LinkedIn.

Telephone Interview Skills

Discover the most effective ways to promote yourself and professionally showcase your knowledge to get the results you want. Workshop topics include: examining common interview questions, promoting yourself, researching companies, and setting a positive impression.

Video Interview Skills

Learn and understand how to do a video interview and what to expect from commonly used interview platforms such as Hirevue, Jobvite, VidCruiter, and more. You will receive tips and techniques on how to be successful in a video interview.

Interview Coaching & Practice Session

Learn how to ace your next interview with this interactive webinar. Participate with other motivated job seekers in role playing answers to commonly asked interview questions. Practice makes perfect!

Note: it is recommended that you attend the Telephone or Video Interview Skills workshop prior to this.

Smart Money, Smart Moves

This workshop highlights simple strategies to manage personal finances. Workshop topics include: taking steps to assess financial behavior, creating a practical spending plan, building savings, and finding affordable banking options.

Ditch Debt, Retire Richer

This workshop discusses credit, debt, and how to make wise choices for your stronger financial future. Workshop topics include: how to generate assets, ways to reduce debt, and planning for retirement.



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