

Professional Workshops

CareerSource Broward's professional workshops are available at **NO COST**. They 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, soft skills, social media, financial literacy, and more. These workshops are currently being presented as **live interactive webinars** using the Zoom platform. Most of our workshops are also being offered as **in-person classes** at our career centers.

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. **(60 minutes)**



Soft Skills: Body & Mind

A major reason why workers are not hired or cannot keep their jobs is because they lack Soft Skills, which are how you operate in any workplace and interact with others professionally. In this workshop, we discuss physical skills (such as body language, lifestyle health, and professional appearance) and cognitive skills (like critical thinking, time management, and problem solving). **(60 minutes)**



Soft Skills: Feelings & People

A major reason why workers are not hired or cannot keep their jobs is because they lack Soft Skills, which are how you operate in any workplace and interact with others professionally. In this workshop, we discuss social skills (such as communication, teamwork, and leadership) and emotional skills (like integrity, self-motivation, and flexibility). **(60 minutes)**



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. **(60 minutes)**



(More workshops listed on the back of this document)

Workshop dates, times, and links can be found by visiting our Calendar of Events:
<https://CareerSourceBroward.com/Career-Seekers/Events>



Workshops Continued

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! **(60 minutes)**

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



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. **(60 minutes)**



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. **(60 minutes)**



Virtual & In-Person Interview Skills

Understand the best strategies for both video and in-person interviews. Learning the process of interview preparation can be the key to landing the job. By the end of this workshop, you will be able to present yourself in a positive and professional way. **(60 minutes)**



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! **(90 minutes)**

Note: it is recommended that you attend the Telephone or Virtual & In-Person Interview Skills workshop prior to this.



Money Management

This workshop discusses simple management of personal finances and choices for a stronger financial future. Workshop topics include: practical spending plans, strategies for building savings, and ways to reduce debt. **(90 minutes)**



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