

# 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.

## Soft Skills: Physical & Cognitive

Employers in many industries often say that a major reason why workers are not hired or cannot keep their jobs is because they lack Soft Skills. In this workshop, we will examine how critical and creative thinking, time management, lifestyle health, professional appearance, and other skills impact your success in the workplace.

## Soft Skills: Emotional & Social

In this companion to the other Soft Skills workshop, we examine even more skills related to how you operate in any workplace and interact with others professionally. These include social skills (such as communication, teamwork, and leadership) and emotional skills (like integrity, self-motivation, and flexibility).

## Basic Computer Skills

Now is the time to learn how to use a computer. In this workshop for beginners, learn the basics of computers and common computer functions through hands-on training. Topics include word processing, internet, email, and cybersecurity.

## Computer Skills for the Workplace

Get familiar with the basic computer knowledge you need for today's workplace. In this workshop, we will discuss online collaboration tools, the basics of email, working with documents, an introduction to spreadsheets, and the equipment commonly used in offices.

## 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.

*(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!

**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.

## 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.

## 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.

## 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 Virtual & In-Person 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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Find Us On:     