

From: Bracken, Kathleen **Sent:** Wednesday, April 11, 2018 4:33 PM
Subject: Work Ready Training for Summer Youth

Please forward to interested students. If you have any questions please give me a call at 321-567-3728.

RE: Work Ready Training Seminar

Dear Job Seeking Students:

The City of Titusville Human Resources Department is hosting a Work Ready Training Seminar open to all job seeking students presented by Career Source Brevard. You are cordially invited to attend the free seminar on Saturday, April 28, 2018 from 9:00 AM to 2:00 PM in the City Hall Council Chambers located at 555 S. Washington Avenue, Titusville. Ms. Val Williams of Career Source Brevard will be teaching work ready skills for gainful employment. I have attached a schedule for your convenience. Bring your lunch as a 30 minute lunch break will be provided. Please call to R.S.V.P. by Wednesday, April 25, 2018 to Val Williams via email to vwilliams@careersourcebrevard.com. Do not hesitate to call if you have any questions.

I look forward to seeing you on April 28th.

Kathy

Kathy Bracken
H R Admin Assistant
City of Titusville
321-567-3728



Work Ready Training

April 28, 2018

9:00 AM – 2:00 PM

Welcome and Ice Breaker

Introduction to Workforce

Strength Finder Activity*

~10 Minute Break~

How to Analyze Job Listings and Descriptions – Go to employflorida.com

Strength Based Resume Activity*

Job Application and Methods* - Video

Internship Opportunity Selections – See folders

~30 Minutes Lunch Break~

Interview and Job Fair Etiquette – Interview / Dress Video, then Networking activity

Presentation Demonstration Activity – Shark Tank

Adjourn

**Please RSVP by email contact below no later than
Wednesday, April 25, 2018
if you will attend**

Your Facilitator is

Val Williams, Work Based Training Specialist

vwilliams@careersourcebrevard.com

Office (321) 394 – 0681

Visit our website for new career training opportunities:

www.CareerSourceBrevard.com