

Job Connection Centers



Goodwill's Job Connection Centers provide a positive, supportive environment where anyone can access resources and learn skills to conduct a job search.

Some of the many services we have to offer are:

- ⇒ On Site Employer Recruiting Events
- ⇒ Job Boards with local job openings
- ⇒ Computer skills classes
- ⇒ Access to phone, copiers and fax machines
- ⇒ Dedicated team members to assist you along the way

Services at Goodwill's Job Connection Centers are available at no cost to participants and employers. Goodwill Job Connection Centers are conveniently located in Orange, Seminole, Osceola, Volusia, Brevard, and Lake Counties.



ARE YOU JOB READY?

JobWorks 101 is an intensive, high energy 3-day session that will help you answer YES to being job-ready. Learn principles, techniques and ideas that will have you prepared to start your new job.

After completion of JobWorks 101, participants receive a voucher for an interview outfit

Topics Include:

*Creating your resume & cover letter
Networking and mastering your elevator speech
Interview types and practice
Dressing to make a great first impression
Conducting a successful job search*

Computer Skills Training

Computer skills are essential to be successful in today's job market. Goodwill's Job Connection Centers offer computer courses in for various subjects.

Courses include:

**Basic computers
Introduction to MS Word,
PowerPoint,
Outlook, and Excel
Introduction to LinkedIn**

Locations

Orange County

3911 E. Colonial Drive
Orlando, FL 32803

(407) 872-0770

and

3200 W. Colonial Drive
Orlando, FL 32808

(407) 745-5550

and

1312 E. Semoran Blvd.

Apopka, FL 32703

(407) 720-3300

and

7531 S. Orange Blossom Tr.

Orlando, FL 32809

(Coming Soon)

Osceola County

1356 E. Vine Street
Kissimmee, FL 34744

(407) 847-0696

Seminole County

4516 W. State Rd. 46
Sanford, FL 32771

(407) 936-0469

Brevard County

2245 Coastal Lane
W. Melbourne, FL 32904

(321) 953-8188

Volusia County

112 N. Nova Road
Daytona Beach, FL 32114

(386) 258-8585

Lake County

10600 US Hwy. 441
Leesburg, FL 34788

(352) 323-1847

and

1855 S. Grand Highway
Clermont, FL 34711

(352) 404-7799

COMMUNITY RESOURCES

Sometimes personal and family needs, or the difficulties of everyday life can keep people from finding and keeping employment. At your local Goodwill Job Connection Center, we can provide referrals to community support services in your area including:

- Housing
- English for Speakers of Other Languages (ESOL)
- Tax Assistance
- Child Care
- Health Insurance
- Food
- Transportation
- GED & Training Assistance

FREE EMPLOYER SERVICES:

- ♦ Free job postings viewed by hundreds of Job Seekers daily,
- ♦ Interview and training space for 25-50 Individuals,
- ♦ On-site recruitments— Goodwill Staff will provide the space, marketing for the event, manage traffic flow and assistance to both you as an employer, and to our job seekers,
- ♦ A ready pool of applicants.



Hours:

Monday, Wednesday & Friday

9:00 A.M. to 5:00 P.M.

Tuesday & Thursday

9:00 A.M. to 6:00 P.M.



Free Computer Sessions

Computer Basics

Basic Computers Module 1

Intro to computers and using the mouse

Basic Computers Module 2

Using the keyboard and typing

Basic Computers Module 3

Learning about the internet and using it to job search

Basic Computers Module 4

Learning about email and how to use it

Microsoft Office

Word Module 1*

Text basics

Word Module 2*

Formatting

Word Module 3*

Modifying page layouts

Word Module 4*

Spelling, grammar and line & paragraph spacing

Excel Module 1*

Cell basics

Excel Module 2*

Modifying columns, rows & cells

Excel Module 3*

Formatting cells

Excel Module 4*

Creating simple formulas

PowerPoint Module 1*

Slide basics

PowerPoint Module 2*

Text basics

PowerPoint Module 3*

Applying a theme & inserting images

PowerPoint Module 4*

Applying transitions & presenting a slide show

**Basic Computer Skills Required*



**Melbourne Job Connection Center
2245 Coastal Lane
W. Melbourne, FL 32904
321-953-8188**

August 2017

BASIC COMPUTERS		
Module	Course Dates	Course Times
1	August 7	9:30am-11:00am
2	August 10	9:30am-11:00am
3	August 14	9:30am-11:00am
4	August 17	9:30am-11:00am

WORD *		
Module	Course Dates	Course Times
1	August 21	9:30am-11:00am
2	August 24	9:30am-11:00am
3	August 28	9:30am-11:00am
4	August 31	9:30am-11:00am

***Basic Computer Skills Required**



Melbourne Job Connection Center

2017 Job Works 101 & Workshop Schedule

**Goodwill
Industries of
Central Florida**

**Melbourne
Job Connection
Center**

2245 Coastal Lane
W. Melbourne, FL
32904
(321) 953-8188
Fax (321) 953-8192
mjcc@goodwillcfl.org
www.goodwillcfl.org

Monthly Job Works 101 * Tuesday 9:30am – 4:00pm	Quarterly Second Chances Tuesday 9:30am – 4:00pm	Resume Workshop Wednesday 12:00pm – 2:00pm	Optimal Resume Wednesday & Friday 9:30am – 11:30am
-	Second Chances July: 25 th	-	-
August 8 th - 9 th		August 9 th	August 16 th
September 12 th - 13 th		September 13 th	September 15 th
October 10 th - 11 th	Second Chances October: 24 th	October 11 th	October 13 th
November 7 th - 8 th		November 8 th	November 17 th
December 5 th - 6 th		December 6 th	December 13 th

To Register for any of our Workshops please call

(321) 953-8188

Dates may be subject to change

* Light lunch provided

**Visit Goodwill's
Job Connection Center TODAY.**

Directions to our Location:

Goodwill Job Connection Center - Melbourne
2245 Coastal Lane, West Melbourne, FL 32904

From I-95: Take Exit #180 to New Haven Ave., or Rte. 192 (East). Turn right at the first traffic light (at Rooms to Go). The Job Center is located inside the Goodwill Retail Store behind the Race Track gas station, and across from Chuck E. Cheese's.

From US #1: Turn onto New Haven Ave., or Rte. 192 (West). Travel approximately 6 miles. Turn left onto Coastal Lane (at the traffic light in front of Denny's). The Job Center is located inside the Goodwill's Retail Store behind the Race Track gas station, and across from Chuck E. Cheese's.