



Polk Works' mission is to be an innovative leader to ensure and sustain a quality workforce for today and in the future

Lakeland One Stop
309 N. Ingraham
Lakeland, FL 33801
(863) 508-1100 TTY: 711

Winter Haven One Stop
500 E. Lake Howard
Winter Haven, FL 33881
(863) 508-1100 TTY: 711

Job Readiness Workshops

The Job Readiness Workshop provides emphases on building self-esteem, employability skills, job search techniques, obtaining job leads and job referrals, labor market information, completing an accurate application, career exploration, resume preparation, interview questions, follow up, mock interview, and job success skills. The workshop is designed to prepare individuals become more familiar with the changing workforce, and teaches the skills needed to make you stand out from other job seekers.

To Attend the Job Readiness Workshop follow the steps below:

1. Register in Employ Florida. (www.employflorida.com)
2. Obtain a Job Readiness Referral from a Career Specialist or call ahead to reserve your seat.
3. Please dress for success as job searching and other employment activities are included

Winter Haven
(863) 508-1100 ext. 3322

Lakeland
(863) 508-1100 ext. 3170

Classes are: Monday – Friday 9:00 AM – 3:00 PM

Attend any day or all ten, your choice from the topics below:

Day 1, Monday – Job Search and Labor Market Information

Day 2, Tuesday – Completing Applications

Day 3, Wednesday – Resumes & Cover Letters

Day 4, Thursday – Interview Tips

Day 5, Friday – Mock Interview

Day 6, Monday – Communication

Day 7, Tuesday – Conflict Resolution

Day 8, Wednesday – Money Management

Day 9, Thursday – Job Retention Skills

Day 10, Friday – Career Exploration and Decision Making

Resume/ Interview Workshops

Wednesday Afternoons - 3:15 pm - 4:30 pm

Contact the Job Readiness Instructors below for more information:

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Job Readiness Instructor
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Michelle Phillips
Job Readiness Instructor
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Michelle_phillips@polkworks.org

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY (via the Florida Relay Service) 711. Member Employ Florida.

