








**Hours of Operation: Mon, Tues, Thurs and Fri 8:30am - 4:30pm;  
Wed 9:30am - 4:30pm**

 <b>April 2018</b> 				
Monday	Tuesday	Wednesday	Thursday	Friday
2 <b>GED Classes Begin</b> <hr/> <b>LEP Workshop</b> "Important Networking Strategies for Employment" 9:30am – 11:30am <hr/> <b>Citizenship Class</b> 12:30pm – 3:30pm 	3 <b>Job Corps Orientation</b> 10:00am – 11:00am <hr/> <b>PEOPLE READY HIRING EVENT</b> 10:00am – 12:00pm <hr/> <b>WIOA Youth Information Session</b> 2:00pm – 4:00pm	4 <b>DARS Job Club Job Readiness Workshop</b> 9:30am – 11:00am	5 <b>FLAGGER FORCE HIRING EVENT</b> 10:00am – 2:00pm <hr/> <b>Workshop "A": Resume / Networking / Interviewing</b> 11:00am – 2:00pm	6 <b>Secret Sauce Workshop</b> 10:00am – 12:30pm
9 <b>LEP Workshop "Resume Writing"</b> 9:30am – 11:30am <hr/> <b>Citizenship Class</b> 12:30pm – 3:30pm 	10 <b>Job Corps Orientation</b> 10:00am – 11:00am <hr/> <b>DIAMOND TRANSPORTATION HIRING EVENT</b> 10:00am – 12:00pm <hr/> <b>VFSN Workshop "Credit Ups &amp; Downs"</b> Noon – 1:00pm	11 <b>DARS Job Club Job Readiness Workshop</b> 9:30am – 11:00am <hr/> <b>Workshop "B": Online Job Search</b> 11:00am – 1:00pm	12	13 <b>Federal Hiring Process Workshop</b> 10:00am – 3:00pm
16 <b>VFSN Workshop "Credit Ups &amp; Downs"</b> Noon – 1:00pm <hr/> <b>Citizenship Class</b> 12:30pm – 3:30pm 	17 <b>TAX DEADLINE DAY</b> <hr/> <b>Job Corps Orientation</b> 10:00am – 11:00am <hr/> <b>PEOPLE READY HIRING EVENT</b> 10:00am – 12:00pm <hr/> <b>WIOA Youth Information Session</b> 2:00pm – 4:00pm	18 <b>DARS Job Club Job Readiness Workshop</b> 9:30am – 11:00am <hr/> <b>Workshop "A": Resume / Networking / Interviewing</b> 11:00am – 2:00pm	19 <b>ESOL Classes End</b>	20 <b>INTERSTATE VAN LINES HIRING EVENT</b> 10:00am – 2:00pm
23 <b>LEP Workshop "Interviewing Skills"</b> 9:30am – 11:30am <hr/> <b>VFSN Workshop "Credit Ups &amp; Downs"</b> Noon – 1:00pm <hr/> <b>Citizenship Class</b> 12:30pm – 3:30pm	24 <b>Job Corps Orientation</b> 10:00am – 11:00am <hr/> <b>DIAMOND TRANSPORTATION HIRING EVENT</b> 12:00pm – 2:00pm	25 <b>DARS Job Club Job Readiness Workshop</b> 9:30am – 11:00am	26	27 <b>Pastors &amp; Partners</b> 9:30am - 12:30pm <i>(By Invitation Only)</i> <hr/> <b>Basic Computer Skills Workshop</b> 10:00am – 12:00pm
30 <b>LEP Workshop "Open Lab with Support"</b> 9:30am – 11:30am <hr/> <b>Citizenship Class</b> 12:30pm – 3:30pm	 <i>Sunday, April 1<sup>st</sup></i>	 The Virginia Employment Commission (VEC) is an equal opportunity employer/program.  <b>EMPLOYERS:</b> Please register with the VIRGINIA WORKFORCE CONNECTION ( <a href="http://www.vawc.virginia.gov">www.vawc.virginia.gov</a> ) to setup a HIRING EVENT at the Prince William Skillsource Center.	<b>ADULT EDUCATION:</b> <b>GED:</b> Monday – Thursday 9:00am – 12:00pm and 12:30pm – 3:30pm <b>ESOL:</b> Tuesday – Thursday 9:00am – 12:00pm and 12:30pm – 3:30pm	 <b>If you require supportive services for any type of disability to participate in the Prince William Workforce Center services, auxiliary aids are available upon request to individuals with disabilities.</b>



**Final Days of FEDERAL TAX SEASON -- Volunteer Income Tax Assistance (VITA) will be onsite on MONDAYS: April 2<sup>nd</sup>, 9<sup>th</sup> & 16<sup>th</sup>. Tax preparation is FREE for those who qualify.**



# Prince William SkillSource Center Workshop Registration Form

## APRIL 2018



Workshops are offered at NO COST; however, *pre-registration is required* by completing this form.  
Please complete information below and return to one of our Workforce Center staff.

Name: \_\_\_\_\_  
First
Last

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Do you need any special accommodations?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No

Are you a military veteran?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No

Please mark an "X" in the box beside the workshop(s) you plan to attend below.

Job Club (conducted by DARS)	Every Wednesday 9:30am – 11:00am
Job Corps Orientation	Every Tuesday 10:00am – 11:00am
Federal Hiring Process Workshop	Friday, April 13, 2018 10:00am – 3:00pm
VFSN Workshop: "Credit Ups and Downs"	Tuesday, April 10, 2018 12:00pm – 1:00pm
VFSN Workshop: "Credit Ups and Downs"	Monday, April 16, 2018 12:00pm – 1:00pm
VFSN Workshop: "Credit Ups and Downs"	Monday, April 23, 2018 12:00pm – 1:00pm

Basic Computer Skills Workshop	Friday, April 27, 2018 10:00am– 12:00pm
Workshop "A": Resume/Interviewing/Networking	Wednesday, April 4, 2018 11:00am– 2:00pm
Workshop "A": Resume/Interviewing/Networking	Wednesday, April 18, 2018 11:00am– 2:00pm
Workshop "B": Online Job Search	Wednesday, April 11, 2018 11:00am – 1:00pm
Secret Sauce Workshop	Friday, April 6, 2018 10:00am – 12:30pm

Information Sessions:	
WIOA Youth Information Session	Tuesday, April 3, 2018 2:00pm - 4:00pm
WIOA Youth Information Session	Tuesday, April 17, 2018 2:00pm - 4:00pm

LEP Workshops:	
LEP Workshop: "Important Networking Strategies for Employment"	Monday, April 2, 2018 9:30am – 11:30pm
LEP Workshop: "Resume Writing"	Monday, April 9, 2018 9:30am – 11:30pm
LEP Workshop: "Interviewing Skills"	Monday, April 23, 2018 9:30am – 11:30pm
LEP Workshop: "Open Lab with Support"	Monday, April 30, 2018 9:30am – 11:30pm

# Workshop Descriptions

## PARTNERS



Rebecca Bennett  
Center Manager,  
PW Workforce  
Center  
703-586-6542



WIOA - Adult  
[www.myskillsource.org](http://www.myskillsource.org)

WIOA - Youth  
[www.myskillsource.org](http://www.myskillsource.org)  
703-586-6546



National Council on Aging  
Kristi Sargent  
571-335-4027  
Ext. 100



703-897-0407



Mark Fletcher  
703-335-5550



703-586-6544



703-791-7357



Lauren Parker  
703-752-1606



703-634-2400



703-565-0069

Basic Computer Skills Workshop	Learn the benefits of using a computer. Topics covered include internet basics, word processing, and use of media storage devices.
Federal Hiring Process Workshop	Looking for a federal job? Learn about the information needed to find and apply for federal positions from a Certified Federal Services Ambassador and Department of Homeland Security Recruitment Coordinator.
Secret Sauce Workshop	Special guest presenter, James Thomas, will share valuable insight on how you get from the interview to the job offer. Find out the “secret sauce”.
VFSN Workshop	<b>OPEN to EVERYONE!</b> “Credit Ups and Downs” – Learn how to address your credit! See flyer for details and registration info.
<b>OPEN TO EVERYONE!</b>	
Job Club	DARS facilitates weekly discussions on various topics such as, how to complete a job application; how to conduct your job search; interview techniques; resume/cover letter creation; and, elevator speeches.
Job Corps Orientation	This orientation is to provide young people ages 16 through 24 information about how to obtain career technical training and education through the program.
<b>OPEN TO EVERYONE!</b>	
LEP Workshops	Limited English Proficiency (LEP) – FREE Job Readiness support through employment workshops and coaching. <b>Topics change weekly</b> ; pick up a flyer in the Resource Center for more details.
Workshop “A”: Resume / Interviewing / Networking	Learn new strategies for presenting your skills, experience and education through effective resume writing, interviewing techniques, and the importance of networking to make your job search more effective.
Workshop “B”: Online Job Search	This workshop will demonstrate how to best utilize the online job search resources. hop is the job search site for the VEC. Learn how to get the most out of the Virginia Workforce Connection (VAWC) and other services available within this tool. <b>This is an interactive class – Must be registered in the VAWC (<a href="http://www.vawc.virginia.gov">www.vawc.virginia.gov</a>) prior to the workshop; Bring your user ID and password.</b>
<b>Workforce Innovation and Opportunity Act (WIOA)</b>	
WIOA <b>Adult</b> Information Sessions	Learn information on WIOA which provides eligible job seekers with comprehensive workforce development services to assist them in finding better employment opportunities that lead to self-sufficiency.
WIOA <b>Youth</b> Information Sessions	Are you between the ages of 17 and 24? Come learn about the Workforce Innovation and Opportunity Act (WIOA) Youth Program and see if you are eligible for free career and educational assistance. Sign up at <a href="http://www.myskillsource.org">www.myskillsource.org</a> (Click on “Young Adults”)