



Prince William SkillSource Center
 Member of the Virginia Workforce Network
www.myskillsource.org
 13370 Minnieville Road Woodbridge, VA 22192
 (Office)703-586-6800 (FAX)703-565-0091 (TTY)703 VA Relay
 Hours of Operation:
Mon, Tues, Thurs and Fri 8:30am - 4:30pm; Wed 9:30am - 4:30pm

December 2017

| Mon | Tue | Wed | Thu | Fri |
|--|--|--|---|--|
| <p>Neighbor's Keeper <small>Community Educators to Health Care Consumers</small></p> <p>Obama Care LIVES! Get covered here! Ask Neighbor's Keeper Enrollment November 1 - December 15 Financial Assistance Available Avoid the \$695 Penalty</p> | <p>If you require supportive services for any type of disability to participate in the Prince William Workforce Center services, please speak with a Workforce Center staff member to request assistance.</p> | <div style="background-color: red; color: white; padding: 5px; text-align: center;">ADULT EDUCATION CLASS SCHEDULE</div> <p>GED Mon-Thurs 9:00am - 12:00pm</p> <p>ESOL Tues-Thurs 9:00am - 12:00pm and 12:30pm - 3:30pm</p> | <p>EMPLOYERS PLEASE REGISTER WITH THE VIRGINIA WORKFORCE CONNECTION (www.vawc.virginia.gov) TO SET UP A HIRING EVENT AT THE PRINCE WILLIAM SKILLSOURCE CENTER.</p> | <p align="center">1</p> <p>“Secret Sauce” How to Secure that Next Position! Workshop 10:00am - 12:00pm</p> |
| 4 | 5 | 6 | 7 | 8 |
| <p>NEW INTERNATIONAL CHANGE SECURITY, LLC HIRING EVENT 9:30am - 2:00pm</p> <p>LEP Workshop “Interviewing Skills” 10:00am - 12:00pm</p> <p>Citizenship Class 12:30pm - 3:30pm</p> | <p>Job Corps Orientation 9:00am - 11:00pm</p> <p>BOB'S DISCOUNT FURNITURE HIRING EVENT 10:00am - 3:00pm</p> <p>DIAMOND TRANSPORTATION HIRING EVENT 10:00am - 2:00pm</p> <p>WIOA Youth Information Session 2:00pm - 4:00pm</p> | <p>DARS Job Club Job Readiness Workshop 9:30am - 11:00am</p> <p>TODOS SUPER MARKET HIRING EVENT 10:00am - 1:00pm</p> <p>“Online Job Search (VWC).” 11:00am - 1:00pm</p> | <p>Basic Excel Workshop 10:00am - 12:30pm</p> <p>PEOPLE READY HIRING EVENT 10:00am - 12:00pm</p> | |
| 11 | 12 | 13 | 14 | 15 |
| <p>GATE GOURMENT HIRING EVENT 10:00am - 1:00pm</p> <p>LEP Workshop “Open Lab with Support” 10:00am - 12:00pm</p> <p>Citizenship Class 12:30pm - 3:30pm</p> | <p>Job Corps Orientation 9:00am - 11:00pm</p> <p>PEOPLE READY HIRING EVENT 10:00am - 12:00pm</p> <p>WIOA Youth Information Session 2:00pm - 4:00pm</p> | <p>DARS Job Club Job Readiness Workshop 9:30am - 11:00am</p> <p>Resume/Interviewing/ Networking/Job Search Workshop 11:00am - 2:00pm</p> | <p>PEOPLE READY HIRING EVENT 10:00am - 12:00pm</p> <p>WIOA Adult Information Session 11:00am - 12:00pm</p> | <p>Federal Hiring Process Workshop 10:00am - 3:00pm</p> |
| 18 | 19 | 20 | 21 | 22 |
| <p>Ticket to Work and SSA Work Incentive Workshop 10:00am - 12:00pm</p> | <p>Job Corps Orientation 9:00am - 11:00pm</p> <p>Financial Empowerment Workshop 10:00am - 12:00pm</p> <p>PEOPLE READY HIRING EVENT 10:00am - 12:00pm</p> <p>SPARKS GROUP HIRING EVENT 10:00am - 1:00pm</p> <p>DIAMOND TRANSPORTATION HIRING EVENT 1:00pm - 3:00pm</p> | <p>DARS Job Club Job Readiness Workshop 9:30am - 11:00am</p> <p>“Online Job Search (VWC).” 11:00am - 1:00pm</p> | | <p>CENTER CLOSES @ 12:00pm</p> |
| 25 | 26 | 27 | 28 | 29 |
| <p>CENTER CLOSED</p> | | <p>DARS Job Club Job Readiness Workshop 9:30am - 11:00am</p> <p>Resume/Interviewing/ Networking/Job Search Workshop 11:00am - 2:00pm</p> | <p>PEOPLE READY HIRING EVENT 10:00am - 12:00pm</p> | |





Prince William SkillSource Center Workshop Registration Form

DECEMBER 2017

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: _____

Are you a military veteran? Yes No

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

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|---------------------------------|---|
| Basic Microsoft Excel Workshop | Thursday, December 7, 2017 10:00am - 12:30pm |
| Job Club (conducted by DARS) | Wednesday, December 13, 2017 9:30am - 11:00am |
| Job Club (conducted by DARS) | Wednesday, December 20, 2017 9:30am - 11:00am |
| Job Corps Orientation | Every Tuesday 9:00am - 11:00am |
| Federal Hiring Process Workshop | Friday, December 15, 2017 10:00am - 3:00pm |

| LEP Workshops: | |
|-----------------------|---|
| Interviewing Skills | Monday, December 4, 2017 10:00am - 12:00pm |
| Open Lab with Support | Monday, December 11, 2017 10:00am - 12:00pm |
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|---|---|
| Financial Empowerment Workshop | Tuesday, December 19, 2017 10:00am - 12:00pm |
| Resume/Interviewing/Networking/ Job Search Workshop | Wednesday, December 13, 2017 11:00am - 2:00pm |
| Resume/Interviewing/Networking/ Job Search Workshop | Wednesday, December 27, 2017 11:00am - 2:00pm |
| Online Job Search (VWC) | Wednesday, December 6, 2017 11:00am - 1:00pm |
| Online Job Search (VWC) | Wednesday, December 20, 2017 11:00am - 1:00pm |
| WIOA Adult Information Session | Thursday, December 14, 2017 11:00am - 12:00pm |
| WIOA Youth Information Session | Tuesday, December 5, 2017 2:00pm - 4:00pm |
| WIOA Youth Information Session | Tuesday, December 12, 2017 2:00pm - 4:00pm |
| Ticket to Work and SSA Work Incentive Workshop | Monday, December 18, 2017 10:00am - 12:00pm |

Workshop Descriptions

PARTNERS



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



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

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



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



[Info@neighbors-
keeper.org](mailto:Info@neighbors-
keeper.org)
703-634-2400

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|--|--|
| Basic Microsoft Excel Workshop | Learn the basics for working in spreadsheets: creating, formatting, editing, simple formulas and more in Microsoft Excel. |
| Federal Hiring Process Workshop | Learn from a Certified Federal Services Ambassador and a Department of Homeland Security Recruitment Coordinator information needed to find and apply for federal positions. |
| Financial Empowerment Workshop | Learn how to take control of your finances! |
| Ticket to Work and SSA Work Incentives Workshop | This workshop will include an overview of SSA Disability Programs (SSDI, SSI, Concurrent); the Myths & Facts about Work; Common SSA Rules and Work Incentives; and What is Ticket to Work? |
| | |
| Job Club | OPEN TO EVERYONE! 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. |
| LEP Workshops | OPEN TO EVERYONE! Limited English Proficiency (LEP) - Job readiness support through employment workshops and coaching. Topics change weekly ; pick up a flyer in the Resource Center for more details. |
| | |
| Resume/Interviewing/ Networking/ Job Search Workshop | Learn new strategies for presenting your skills, experience and education through effective resume writing, interviewing techniques, networking and job search. |
| “Secret Sauce” – How to Secure Your Next Position | Have you had interview but no job offers? Our special guest presenter, Mr. Thomas, has valuable information to share with job Seekers on how to get back to work. Come find out the secret sauce. |
| Online Job Search (VWC) | The VWC workshop is the job search site for the VEC. Learn how to get the most out of your search and other services available within this tool. This is an interactive class – Must be registered in the VWC prior to the workshop; Bring your user ID and password. |
| Workforce Innovation and Opportunity Act (WIOA) | |
| WIOA Adult 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 Youth 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. |