

# December 2018

Monday	Tuesday	Wednesday	Thursday	Friday
<p>3</p> <p>ESOL CLASS 9:00am - 12:00pm</p> 	<p>4</p> <p>LEP Workshop: Open Lab 1:00pm - 3:00pm</p> <hr/> <p>PEOPLE READY HIRING EVENT 10:00am - 12:00pm</p> <hr/> <p>WIOA Youth Information Session 2:00pm - 4:00pm</p>	<p>5</p> <p>Workshop "A": Resume / Networking / Interviewing 11:00am - 2:00pm</p> <hr/> <p>PRINCE WILLIAM COUNTY PUBLIC SCHOOLS - TRANSPORTATION DEPT. HIRING EVENT 10:00am - 12:00pm</p>	<p>6</p> <p><i>ESOL Class Ends</i></p> <p>DOMINION WAIVER SERVICES HIRING EVENT 10:00am - 12:00pm</p>	<p>7</p> <p>FLAGGER FORCE HIRING EVENT 10:30am - 2:00pm</p> <hr/> <p>Resume Writing Workshop (Sponsored by Saved Hands Foundation) 10:00am - 12:30pm</p>
<p>10</p>	<p>11</p> <p>DIAMOND TRANSPORTATION HIRING EVENT 10:00am - 12:00pm</p> <hr/> <p>WIOA Youth Information Session 2:00pm - 4:00pm</p>	<p>12</p> <p><i>GED Class Ends</i></p> <p>FIDELITONE HIRING EVENT 10:00am - 1:00pm</p> <hr/> <p>Federal Hiring Process Workshop 10:00am - 3:00pm</p> <hr/> <p>AUTOMATION PERSONNEL SERVICES HIRING EVENT 1:00pm - 3:00pm</p>	<p>13</p> <p>CLEANING AUTHORITY HIRING EVENT 10:00am - 12:00pm</p>	<p>14</p> <p>GOODWILL HIRING EVENT 10:00am - 12:00pm</p> <hr/> <p>VFSN: "10 Steps to Financial Health" Workshop 1:00pm - 2:00pm</p>
<p>17</p>	<p>18</p> <p>MV TRANSPORTATION HIRING EVENT 10:00am - 12:00pm</p>	<p>19</p> <p>Workshop "B": Online Job Search 11:00am - 1:00pm</p>	<p>20</p> <p>PEOPLE READY HIRING EVENT 10:00am - 12:00pm</p>	<p>21</p>  <p>First Day of Winter</p>
<p>24</p>  <p>CENTER CLOSED</p>	<p>25</p> <p>CENTER CLOSED</p>	<p>26</p>	<p>27</p>	<p>28</p>
<p>31</p> <p>NEW YEAR'S EVE</p> 			 <p>The Virginia Employment Commission (VEC) is an equal opportunity employer/program.</p> <p>EMPLOYERS: Please register with the VIRGINIA WORKFORCE CONNECTION (www.vawc.virginia.gov) to setup a HIRING EVENT at the Virginia Career Works - Prince William Center</p>	 <p>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.</p>

† Job Corps Orientation: *Every Tuesday* | 10:00am - 12:00pm

⊕ DARS Job Club - Job Readiness Workshop: *Wednesdays, Nov. 14<sup>th</sup> & 28<sup>th</sup>* | 9:30am - 11:00am

Prince William Adult Education: *GED* 6 Mon.-Thurs.; 9:00am 6 Noon | *ELL* 6 Tues.- Thurs.; 9am - Noon



# Workshop Descriptions

## PARTNERS



Rebecca Bennett  
Center Manager,  
Virginia Career Works  
Prince William Center  
703-586-6542



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



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



703-897-0407



Tiffany Jenkins  
703-335-5550



703-586-6544



Prince William County  
PUBLIC SCHOOLS  
703-791-7357



Lauren Parker  
703-752-1606



703-565-0069



Financial Empowerment Center  
at Prince William County



703-474-8276

<b>*To register for workshops, email <a href="mailto:angela.harris@myskillssource.org">angela.harris@myskillssource.org</a></b>	
*Federal Hiring Process	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.
Job Club	<b>OPEN TO EVERYONE!</b> 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 <b>ages 16 through 24</b> information about how to obtain career technical training and education through the program.
LEP Job Readiness Workshops	Limited English Proficiencies (LEP) Job Readiness Workshops offer free resources, coaching, and provide information and skills to obtain employment. <i>Topics change weekly.</i> <b>Schedule and Registration forms are available at the front desk.</b>
*Workshop ðAö: 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.
*Resume Writing	This workshop is being facilitated by the <b>Saved Hands Foundation</b> ; learn the fundamentals of effective resume writing techniques.
*Workshop ðBö: 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>
*VFSN: ð10 Steps to Financial Healthö	Virginia Financial Success Network (VFSN) will share simple steps you can take to improve your financial health. <b>To register, email <a href="mailto:Brenda.martinez@myskillssource.org">Brenda.martinez@myskillssource.org</a></b>
<b>Information Sessions</b>	
Financial Empowerment Center Information Sessions	Sessions offer an introduction to the latest service offering at the Center. The Financial Empowerment Center (FEC) provides services to help individuals and families in Prince William County advance on a path toward financial stability. Services include financial coaching, small business coaching, financial workshops, and free tax preparation.
WIOA Youth Information Sessions	<b>Are you between the ages of 17 and 24?</b> Come learn about the Workforce Innovation and Opportunity Act (WIOA) Youth Program and see if you are eligible for free career and educational assistance. <b>Sign up at <a href="http://www.myskillssource.org">www.myskillssource.org</a> (Click on “Young Adults”)</b>