



# Prince William SkillSource Center






Member of the Virginia Workforce Network

[www.myskillsource.org](http://www.myskillsource.org)

13370 Minnieville Road | Woodbridge, VA 22192  
 (Office)703-586-6800 (FAX)703-565-0091 (TTY)703-583-6850

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

## February 2018

Mon	Tue	Wed	Thu	Fri
 <p>The Virginia Employment Commission (VEC) is an equal opportunity employer/program.</p> <p>EMPLOYERS: 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.</p>	<p><b>ADULT EDUCATION:</b></p> <p>GED: Monday – Thursday 9:00am – 12:00pm and 12:30pm – 3:30pm</p> <p>ESOL: Tuesday – Thursday 9:00am – 12:00pm and 12:30pm – 3:30pm</p>		1	2
5	6	7	8	9
<p>LEP Workshop “Welcome to the Prince William SkillSource Center” 9:30am – 11:30am</p> <hr/> <p>ACCUFORCE STAFFING HIRING EVENT 10:00am – 3:00pm</p> <hr/> <p>VITA Services 12:00pm – 4:00pm</p>	<p>Job Corps Orientation 9:00am – 11:00am</p> <hr/> <p>GOODWILL HIRING EVENT 10:00am – 2:00pm</p> <hr/> <p>PLANET DIRECT MAIL HIRING EVENT 11:00am – 4:00pm</p> <hr/> <p>WIOA Youth Information Session 2:00pm – 4:00pm</p>	<p>DARS Job Club Job Readiness Workshop 9:30am – 11:00am</p> <hr/> <p>PERMATREAT HIRING EVENT 10:00am – 1:00pm</p> <hr/> <p>“B”: Online Job Search (VWC) Workshop 11:00am – 1:00pm</p> <hr/> <p>K.I.M. Project A Workshop 2:30pm – 4:00pm</p>	<p>FLAGGER FORCE HIRING EVENT 10:00am – 2:00pm</p>	<p>Federal Hiring Process Workshop 10:00am – 3:00pm (FULL)</p>
12	13	14	15	16
<p>LEP Workshop “Cultural Expectations of U.S. Employers” 9:30am – 11:30am</p> <hr/> <p>VITA Services 12:00pm – 4:00pm</p>	<p>Job Corps Orientation 9:00am – 11:00am</p> <hr/> <p>PEOPLE READY HIRING EVENT 10:00am – 12:00pm</p>	<p><b>Happy Valentine's Day</b></p> <hr/> <p>DARS Job Club Job Readiness Workshop 9:30am – 11:00am</p> <hr/> <p>“A”: Resume / Networking / Interviewing Workshop 11:00am – 2:00pm</p>	<p>Basic Microsoft Word Workshop 10:00am – 12:30pm</p>	<p>“Secret Sauce” Workshop – How to Secure Your Next Position 10:00am – 12:00pm</p>
19	20	21	22	23
 <p><b>CENTER CLOSED</b></p>	<p>Job Corps Orientation 9:00am – 11:00am</p> <hr/> <p>WIOA Youth Information Session 2:00pm – 4:00pm</p> <hr/> <p>DIAMOND TRANSPORTATION HIRING EVENT 10:00am – 12:00pm</p>	<p>Federal Hiring Process Workshop 10:00am – 3:00pm (Registration Required)</p> <hr/> <p>S.O.S. SECURITY HIRING EVENT 10:00am – 2:00pm</p>		<p>PRINCE WILLIAM COUNTY CAREER FAIR 10:00am – 2:00pm</p>
26	27	28		
<p>LEP Workshop “Setting Goals and Finding Good Resources for Employment Success” 9:30am – 11:30am</p> <hr/> <p>VITA Services 12:00pm – 4:00pm</p>	<p>Job Corps Orientation 9:00am – 11:00am</p> <hr/> <p>DIAMOND TRANSPORTATION HIRING EVENT 10:00am – 12:00pm</p>	<p>DARS Job Club Job Readiness Workshop 9:30am – 11:00am</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>



# Prince William SkillSource Center Workshop Registration Form



## FEBRUARY 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
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Are you a military veteran?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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*Please mark an "X" in the box beside the workshop(s) you plan to attend below.*

Basic Microsoft Word Workshop	Thursday, February 15, 2018 10:00am – 12:30pm
Job Club (conducted by DARS)	Every Wednesday 9:30am – 11:00am
Job Corps Orientation	Every Tuesday 9:00am – 11:00am
Federal Hiring Process Workshop (CLASS FULL)	Friday, February 9, 2018 10:00am – 3:00pm
Federal Hiring Process Workshop	Wednesday, February 21, 2018 10:00am – 3:00pm

Job Search "A" Workshop: Resume/Interviewing/Networking	Wednesday, February 14, 2018 11:00am– 2:00pm
Job Search "B" Workshop: Online Job Search	Wednesday, February 7, 2018 11:00am– 1:00pm
K.I.M. Project A Workshop	Wednesday, February 7, 2018 2:30pm– 4:00pm
"Secret Sauce" Workshop – How to Secure Your Next Position	Friday, February 16, 2018 10:00am – 12:00pm

Information Sessions:	
WIOA Youth Information Session	Tuesday, February 6, 2018 2:00pm - 4:00pm
WIOA Youth Information Session	Tuesday, February 20, 2018 2:00pm - 4:00pm

LEP Workshops:	
LEP Workshop: "Welcome to the Prince William SkillSource Center"	Monday, February 5, 2018 9:30am – 11:30pm
LEP Workshop: "Cultural Expectations of U.S. Employers"	Monday, February 12, 2018 9:30am – 11:30pm
LEP Workshop: "Setting Goals and Finding Good Resources for Employment Success"	Monday, February 26, 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

Virginia Employment  
Commission  
703-897-0407

DARS  
Virginia Department for Aging  
and Rehabilitative Services  
Mark Fletcher  
703-335-5550

Job Corps  
703-586-6544

Prince William County  
PUBLIC SCHOOLS  
Providing a World-Class Education  
703-791-7357

Ticket to Work  
Lauren Parker  
703-752-1606

Neighbor's  
Keeper  
Community Educators to Health Care Consumers  
[Info@neighbors-keeper.org](mailto:Info@neighbors-keeper.org)  
703-634-2400

Stratford  
UNIVERSITY  
703-565-0069

Basic Microsoft Word Workshop	Learn basic formatting, editing, document design, shortcuts, and more in Microsoft Word.
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.
K.I.M. Project A Workshop	Keep It Movin (K.I.M.) is an organization dedicated to empowering, motivating and educating <b>women</b> seeking a “2 <sup>nd</sup> Chance” at success. This Reentry Workshop (Project A) is focused on promoting and nurturing the development and implementation strategies to gain employment and self-improvement.
“Secret Sauce” Workshop – How to Secure Your Next Position	Have you had interviews, but no job offers? Special Guest Presenter, James Thomas, will share valuable information for job seekers to get back to work. Come find out the “Secret Sauce”!
<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.
Job Search “A” Workshops: 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.
Job Search “B” Workshop: 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”)