

February 2019				
Monday	Tuesday	Wednesday	Thursday	Friday
	 <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>		 <p>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 Virginia Career Works - Prince William Center</p>	<p><b>1</b>  <b>DAILY DOSE NURSING SERVICES HIRING EVENT</b>  <b>10:00am-1:00pm</b></p>
<p><b>4</b>  <b>VITA: Free Tax Prep</b>  <b>12:00pm – 4:00pm</b></p> <hr/> <p><b>GATE GOURMET HIRING EVENT</b>  <b>1:00pm – 3:00pm</b></p>	<p><b>5</b>  <b>DIAMOND TRANSPORTATION HIRING EVENT</b>  <b>10:00am – 12:00pm</b></p> <hr/> <p><b>Computer &amp; Internet Basics</b>  <b>12:30pm – 3:00pm</b></p>	<p><b>6</b>  <b>Workshop “A”:</b>  <b>Resume &amp; Interviewing</b>  <b>11:00am – 1:00pm</b></p> <hr/> <p><b>FEC Information Session</b>  <b>1:00pm – 2:00pm</b></p> <hr/> <p><b>LEP Workshop: Cultural Expectations for US Employers</b>  <b>1:00pm – 3:00pm</b></p>	<p><b>7</b>  <b>PEOPLE READY HIRING EVENT</b>  <b>10:00am – 12:00pm</b></p>	<p><b>8</b>  <b>FEC: Coffee &amp; Conversation</b>  <b>8:30am – 10:30am</b></p> <hr/> <p><b>Resume Writing Workshop</b>  <i>(Sponsored by Saved Hands Foundation)</i>  <b>10:00am – 12:30pm</b></p>
<p><b>11</b>  <b>VITA: Free Tax Prep</b>  <b>12:00pm – 4:00pm</b></p>	<p><b>12</b>  <b>MV TRANSPORTATION HIRING EVENT</b>  <b>10:00am – 12:00pm</b></p> <hr/> <p><b>Basic Microsoft Word</b>  <b>12:30pm – 3:00pm</b></p> <hr/> <p><b>WIOA Youth Information Session</b>  <b>1:00pm – 3:00pm</b></p>	<p><b>13</b>  <b>Financial Workshop: Getting Ready for Taxes</b>  <b>1:00pm – 3:00pm</b></p> <hr/> <p><b>LEP Workshop: Setting Goals</b>  <b>1:00pm – 3:00pm</b></p>		
<p><b>18</b></p>  <p><b>CENTER CLOSED</b></p>	<p><b>19</b>  <b>DIAMOND TRANSPORTATION HIRING EVENT</b>  <b>10:00am – 12:00pm</b></p> <hr/> <p><b>Intermediate Microsoft Word</b>  <b>12:30pm – 3:00pm</b></p>	<p><b>20</b>  <b>Workshop “B”:</b>  <b>Online Job Search</b>  <b>11:00am – 1:00pm</b></p> <hr/> <p><b>Financial Workshop: Small Business 101</b>  <b>1:00pm – 3:00pm</b></p> <hr/> <p><b>LEP Workshop: VAWC Registration &amp; Navigation</b>  <b>1:00pm – 3:00pm</b></p>	<p><b>21</b>  <b>PEOPLE READY HIRING EVENT</b>  <b>10:00am – 12:00pm</b></p> <hr/> <p><b>Stratford University: Event Management Workshop</b>  <b>10:00am – 12:00pm</b></p> <hr/> <p><b>Using Linked In for Job Search Workshop</b>  <b>1:00pm – 3:00pm</b></p>	<p><b>22</b></p>
<p><b>25</b>  <b>VITA: Free Tax Prep</b>  <b>12:00pm – 4:00pm</b></p>	<p><b>26</b>  <b>MV TRANSPORTATION HIRING EVENT</b>  <b>10:00am – 12:00pm</b></p> <hr/> <p><b>Basic Microsoft PowerPoint</b>  <b>12:30pm – 3:00pm</b></p> <hr/> <p><b>Virginia Financial Success Network (VFSN) Workshop</b>  <b>12:00pm – 1:00pm</b></p>	<p><b>27</b>  <b>WHALEY FOOD SERVICE HIRING EVENT</b>  <b>11:00am – 3:00pm</b></p> <hr/> <p><b>Workshop “A”:</b>  <b>Resume &amp; Interviewing</b>  <b>11:00am – 1:00pm</b></p> <hr/> <p><b>Financial Workshop: Money Saving Strategies</b>  <b>1:00pm – 3:00pm</b></p> <hr/> <p><b>LEP Workshop: Online Job Applications</b>  <b>1:00pm – 3:00pm</b></p>	<p><b>28</b></p>	

✦ Job Corps Orientation: *Every Tuesday* | 10:00am – 12:00pm

✦ DARS Job Club - Job Readiness Workshop: *Every Wednesday* | 9:30am – 11:00am

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



PRINCE WILLIAM CENTER  
A proud partner of the AmericanJobCenter network

13370 Minnieville Road | Woodbridge, VA 22192  
Main # (703)586-6800 | Fax# (703)565-0095  
[www.myskillsource.org](http://www.myskillsource.org)

**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 Center staff members.

## Workshop Registration Form

# February 2019

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.*

<input type="checkbox"/>	Job Corps Orientation	Every Tuesday 10:00am – 12:00pm
<input type="checkbox"/>	LEP Workshops <i>(See Flyer for Weekly Topics)</i>	Every Tuesday 1:00pm – 3:00pm
<input type="checkbox"/>	Job Club <i>(conducted by DARS)</i>	Every Wednesday 9:30am – 11:00am
<input type="checkbox"/>	Computer & Internet Basics	Tuesday, February 5, 2019 12:30pm - 3:00pm
<input type="checkbox"/>	Workshop "A": Resume & Interviewing	Wednesday, February 6, 2019 11:00am– 1:00pm
<input type="checkbox"/>	Financial Empowerment Center (FEC) Information Session	Wednesday, February 6, 2019 1:00pm - 2:00pm
<input type="checkbox"/>	Resume Writing Workshop <i>(Sponsored by Saved Hands Foundation)</i>	Friday, February 8, 2019 10:00am – 12:30pm
<input type="checkbox"/>	WIOA Youth Information Session	Tuesday, February 12, 2019 1:00pm - 3:00pm
<input type="checkbox"/>	Basic Microsoft Word	Tuesday, February 12, 2019 12:30pm - 3:00pm
<input type="checkbox"/>	NEW - Financial Workshop: Getting Ready for Taxes	Wednesday, February 13, 2019 1:00pm– 3:00pm
<input type="checkbox"/>	Intermediate Microsoft Word	Tuesday, February 19, 2019 12:30pm - 3:00pm
<input type="checkbox"/>	Workshop "B": Online Job Search	Wednesday, February 20, 2019 11:00am – 1:00pm
<input type="checkbox"/>	NEW - Financial Workshop: Small Business 101	Wednesday, February 20, 2019 1:00pm– 3:00pm
<input type="checkbox"/>	NEW - Using LinkedIn for Job Search	Thursday, February 21, 2019 1:00pm – 3:00pm
<input type="checkbox"/>	NEW – Stratford University: Event Management Workshop	Thursday, February 21, 2019 10:00pm – 12:00pm
<input type="checkbox"/>	Basic Microsoft PowerPoint	Tuesday, February 26, 2019 12:30pm – 3:00pm
<input type="checkbox"/>	Virginia Financial Success Network (VFSN) Workshop	Tuesday, February 26, 2019 12:00pm – 1:00pm
<input type="checkbox"/>	Workshop "A": Resume & Interviewing	Wednesday, February 27, 2019 11:00am– 1:00pm
<input type="checkbox"/>	NEW - Financial Workshop: Money Saving Strategies	Wednesday, February 27, 2019 1:00pm– 3:00pm

# Workshop Descriptions

## PARTNERS



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



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



WIOA Youth Program  
[www.myskillsource.org](http://www.myskillsource.org)  
571-385-9716



703-897-0407



Tiffany Jenkins  
703-335-2854



Financial Empowerment Center  
at Prince William County  
703-565-0071



703-586-6544



National Council on Aging  
571-335-4027



703-791-7357



Lauren Parker  
703-752-1606



[www.Stratford.world](http://www.Stratford.world)



703-474-8276

*To register for workshops, email <a href="mailto:angela.harris@myskillsource.org">angela.harris@myskillsource.org</a>	
*Microsoft Word & PowerPoint, and Computer Basics	Register for these workshops to learn the basics of the computer and internet, and PowerPoint; plus learn the fundamentals of Microsoft Word.
*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 “A”: Resume & Interviewing	Learn new strategies for presenting your skills, experience and education through effective resume writing, and interviewing techniques to make your job search more effective.
*Resume Writing	This workshop is being facilitated by the <i>Saved Hands Foundation</i> ; learn the fundamentals of effective resume writing techniques.
*Using LinkedIn for Job Search	Learn how one of the most popular social media sites, LinkedIn, can help job seekers get positive results from their job search.
*Workshop “B”: Online Job Search	This workshop will demonstrate how to best utilize the online job search resources. 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 Workshop	Virginia Financial Success Network (VFSN) will share tips to improve your financial situation. <b>To register, email <a href="mailto:renda.martinez@myskillsource.org">renda.martinez@myskillsource.org</a></b>
Information Sessions	
<b>NEW</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. <b>Each month there will be specific workshops held for various topics. (Refer to calendar for details.)</b>
<b>NEW</b> – Stratford University: Event Management	Are you interested in a career in Event Management? This session will provide an overview of the programs available through Stratford University.
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.myskillsource.org">www.myskillsource.org</a> (Click on “Young Adults”)</b>