


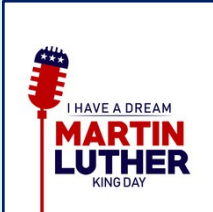



January 2019

Monday	Tuesday	Wednesday	Thursday	Friday
 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.	<div style="border: 1px solid black; padding: 5px; display: inline-block;">  CENTER CLOSED </div>	<div style="text-align: center;">2</div> <div style="text-align: center;">⊕</div>	<div style="text-align: center;">3</div> FEC Information Session 1:00pm – 2:00pm	<div style="text-align: center;">4</div> 
<div style="text-align: center;">7</div> GATE GOURMET HIRING EVENT 1:00pm – 3:00pm	<div style="text-align: center;">8</div> DIAMOND TRANSPORTATION HIRING EVENT 10:00am – 12:00pm <hr style="border: 1px solid black;"/> WIOA Youth Information Session 2:00pm – 4:00pm <div style="text-align: center;">+</div>	<div style="text-align: center;">9</div> Workshop “A”: Resume & Interviewing 11:00am – 1:00pm <hr style="border: 1px solid black;"/> FEC Information Session 1:00pm – 2:00pm <div style="text-align: center;">⊕</div>	<div style="text-align: center;">10</div> PEOPLE READY HIRING EVENT 10:00am – 12:00pm	<div style="text-align: center;">11</div> Federal Hiring Process Workshop 10:00am – 3:00pm <hr style="border: 1px solid black;"/> Resume Writing Workshop (Sponsored by Saved Hands Foundation) 10:00am – 12:30pm
<div style="text-align: center;">14</div> PERSPECTA HIRING EVENT 10:00am – 3:00pm	<div style="text-align: center;">15</div> MV TRANSPORTATION HIRING EVENT 10:00am – 12:00pm <hr style="border: 1px solid black;"/> FEC Information Session (SPANISH) 1:00pm – 2:00pm <hr style="border: 1px solid black;"/> ZERO MODEL HIRING EVENT 1:00pm – 3:00pm <hr style="border: 1px solid black;"/> WIOA Youth Information Session 2:00pm – 4:00pm <div style="text-align: center;">+</div>	<div style="text-align: center;">16</div> Workshop “B”: Online Job Search 11:00am – 1:00pm <hr style="border: 1px solid black;"/> AUTOMATION PERSONNEL SERVICES HIRING EVENT 1:00pm – 3:00pm <hr style="border: 1px solid black;"/> Financial Workshop: Getting Ready for Taxes 1:00pm – 3:00pm <div style="text-align: center;">⊕</div>	<div style="text-align: center;">17</div> DOMINION WAIVER SERVICES HIRING EVENT 10:00am – 12:00pm <hr style="border: 1px solid black;"/> Basic Functions of Microsoft: Word, Excel and PowerPoint Workshop 1:00pm – 3:00pm	<div style="text-align: center;">18</div> <div style="background-color: #006400; color: white; padding: 5px; text-align: center;"> ESOL & GED Registration 10:00am – 3:00pm </div> <div style="text-align: center;"> <i>VEC Staff OFF</i> <i>in honor of Lee-Jackson Day</i> </div>
<div style="text-align: center;">21</div> <div style="border: 1px solid black; padding: 5px; display: inline-block;">  CENTER CLOSED </div>	<div style="text-align: center;">22</div> DIAMOND TRANSPORTATION HIRING EVENT 10:00am – 12:00pm <div style="text-align: center;">+</div>	<div style="text-align: center;">23</div> Workshop “A”: Resume & Interviewing 11:00am – 1:00pm <hr style="border: 1px solid black;"/> FLAGGER FORCE HIRING EVENT 10:00am – 2:00pm <hr style="border: 1px solid black;"/> Financial Workshop: Small Business 101 1:00pm – 3:00pm <div style="text-align: center;">⊕</div>	<div style="text-align: center;">24</div> PEOPLE READY HIRING EVENT 10:00am – 12:00pm	<div style="text-align: center;">25</div>
<div style="text-align: center;">28</div> VITA: Free Tax Prep 11:00am – 4:30pm	<div style="text-align: center;">29</div> <div style="background-color: #006400; color: white; padding: 5px; text-align: center;"> ESOL & GED Classes Begin </div> MV TRANSPORTATION HIRING EVENT 10:00am – 12:00pm <hr style="border: 1px solid black;"/> Virginia Financial Success Network (VFSN) Workshop 12:00pm – 1:00pm <div style="text-align: center;">+</div>	<div style="text-align: center;">30</div> LEP Workshop 1:00pm – 3:00pm <hr style="border: 1px solid black;"/> Financial Workshop: Credit Scores & Reports 1:00pm – 3:00pm <div style="text-align: center;">⊕</div>	<div style="text-align: center;">31</div>	 The Virginia Employment Commission (VEC) is an equal opportunity employer/program. 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

⬆ 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 | *ELL* – 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

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 January 2019

Name: _____
First
Last

Email: _____ Phone: _____

Do you need any special accommodations? Yes No

Are you a military veteran? Yes No

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

	Job Corps Orientation	Every Tuesday 10:00am – 12:00pm
	Job Club (conducted by DARS)	Every Wednesday 9:30am – 11:00am
	Financial Empowerment Center (FEC) Information Session	Thursday, January 3, 2019 1:00pm - 2:00pm
	WIOA Youth Information Session	Tuesday, January 8, 2019 2:00pm - 4:00pm
	Workshop "A": Resume & Interviewing	Wednesday, January 9, 2019 11:00am– 1:00pm
	Financial Empowerment Center (FEC) Information Session	Wednesday, January 9, 2019 1:00pm - 2:00pm
	Federal Hiring Process Workshop	Friday, January 11, 2019 10:00am – 3:00pm
	Resume Writing Workshop (Sponsored by Saved Hands Foundation)	Friday, January 11, 2019 10:00am – 12:30pm
	Financial Empowerment Center (FEC) Information Session (SPANISH)	Tuesday, January 15, 2019 2:00pm - 3:00pm
	WIOA Youth Information Session	Tuesday, January 15, 2019 2:00pm - 4:00pm
	Workshop "B": Online Job Search	Wednesday, January 16, 2019 11:00am – 1:00pm
	NEW - Financial Workshop: Getting Ready for Taxes	Wednesday, January 16, 2019 1:00pm– 3:00pm
	NEW - Basic Functions of Microsoft Word, Excel & PowerPoint	Thursday, January 17, 2019 1:00pm – 3:00pm
	Workshop "A": Resume & Interviewing	Wednesday, January 23, 2019 11:00am– 1:00pm
	NEW - Financial Workshop: Small Business 101	Wednesday, January 23, 2019 1:00pm– 3:00pm
	Virginia Financial Success Network (VFSN) Workshop	Tuesday, January 29, 2019 12:00pm - 1:00pm
	NEW - Financial Workshop: Credit Scores & Reports	Wednesday, January 30, 2019 1:00pm– 3:00pm

Workshop Descriptions

PARTNERS



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



WIOA - Adult
www.myskillssource.org



WIOA Youth Program
www.myskillssource.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



703-474-8276

*To register for workshops, email angela.harris@myskillssource.org	
*Basic Functions of Microsoft Word, Excel & PowerPoint	Register for this workshop to learn the basics concepts of the three most popular Microsoft applications.
*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	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 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> Schedule and Registration forms are available at the front desk.
*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.
*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. This is an interactive class – Must be registered in the VAWC (www.vawc.virginia.gov) prior to the workshop; Bring your user ID and password.
VFSN Workshop	Virginia Financial Success Network (VFSN) will share tips to improve your financial situation. To register, email renda.martinez@myskillssource.org
Information Sessions	
NEW - 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. Each month there will be specific workshops held for various topics. (Refer to calendar for details.)
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. Sign up at www.myskillssource.org (Click on "Young Adults")