



Prince William SkillSource Center

Member of the Virginia Workforce Network



www.myskillsource.org

13370 Minnieville Road | Woodbridge, VA 22192



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

March 2018

Monday	Tuesday	Wednesday	Thursday	Friday
 <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 Prince William SkillSource Center.</p>	<p>ADULT EDUCATION:</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>	 <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>	1	2 Pastors & Partners 9:30am – 12:30pm (By Invitation Only)
5 LEP Workshop “Virginia Workforce Connection Registration and Navigation” 9:30am – 11:30am VITA Services 12:00pm – 4:00pm Citizenship Class Begins 12:30pm – 3:30pm	6 WIOA Youth Information Session 2:00pm – 4:00pm DIAMOND TRANSPORTATION HIRING EVENT 10:00am – 12:00pm	7 DARS Job Club Job Readiness Workshop 9:30am – 11:00am Federal Hiring Process Workshop 11:00am – 4:00pm	8 UTILIQUEST HIRING EVENT 9:00am – 12:00pm	9 PRINCE WILLIAM WORKFORCE CENTER CAREER FAIR 10:00am – 2:00pm
12 LEP Workshop “How to Fill Out a Real Online Job Application” 9:30am – 11:30am VITA Services 12:00pm – 4:00pm Citizenship Class 12:30pm – 3:30pm	13 Job Corps Orientation 10:00am – 11:00am PEOPLE READY HIRING EVENT 10:00am – 12:00pm	14 DARS Job Club Job Readiness Workshop 9:30am – 11:00am	15	16
19 LEP Workshop “Hard Skills and Soft Skills Needed for On the Job Success” 9:30am – 11:30am VITA Services 12:00pm – 4:00pm Citizenship Class 12:30pm – 3:30pm	20 Job Corps Orientation 10:00am – 11:00am WIOA Youth Information Session 2:00pm – 4:00pm DIAMOND TRANSPORTATION HIRING EVENT 10:00am – 12:00pm	21 DARS Job Club Job Readiness Workshop 9:30am – 11:00am “A”: Resume / Networking / Interviewing Workshop 11:00am – 2:00pm	22 PEOPLE READY HIRING EVENT 10:00am – 12:00pm GED Classes End	23
26 VITA Services 12:00pm – 4:00pm Citizenship Class 12:30pm – 3:30pm	27 Job Corps Orientation 10:00am – 11:00am DIAMOND TRANSPORTATION HIRING EVENT 10:00am – 12:00pm	28 DARS Job Club Job Readiness Workshop 9:30am – 11:00am “B”: Online Job Search (VWC) Workshop 11:00am – 1:00pm	29 PEOPLE READY HIRING EVENT 10:00am – 12:00pm	30 LinkedIn Workshop 10:00am – 12:00pm





Prince William SkillSource Center Workshop Registration Form



MARCH 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.

Job Club (conducted by DARS)	Every Wednesday 9:30am – 11:00am
Job Corps Orientation	Every Tuesday 10:00am – 11:00am
Federal Hiring Process Workshop	Wednesday, March 7, 2018 11:00am – 4:00pm

Job Search "A" Workshop: Resume/Interviewing/Networking	Wednesday, March 21, 2018 11:00am– 2:00pm
Job Search "B" Workshop: Online Job Search	Wednesday, March 28, 2018 11:00am– 1:00pm
LinkedIn Workshop	Friday, March 30, 2018 10:00am – 12:00pm

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

LEP Workshops:	
LEP Workshop: "Virginia Workforce Connection Registration and Navigation"	Monday, March 5, 2018 9:30am – 11:30pm
LEP Workshop: "How to Fill Out a Real Online Job Application"	Monday, March 12, 2018 9:30am – 11:30pm
LEP Workshop: "Hard Skills and Soft Skills Needed for On the Job Success"	Monday, March 19, 2018 9:30am – 11:30pm

Workshop Descriptions

PARTNERS



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



WIOA - Adult
www.myskillsource.org

WIOA - Youth
www.myskillsource.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

703-634-2400



703-565-0069

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.
LinkedIn Workshop	LinkedIn is the largest professional networking site available today. Learn how to navigate this social media site to connect with other professionals and help you to open doors to job leads and opportunities.
OPEN TO EVERYONE!	
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.
OPEN TO EVERYONE!	
LEP Workshops	Limited English Proficiency (LEP) – FREE Job Readiness support through employment workshops and coaching. Topics change weekly ; 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. 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.
Workforce Innovation and Opportunity Act (WIOA)	
WIOA <i>Adult</i> 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 <i>Youth</i> 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.myskillsource.org (Click on “Young Adults”)