




May 2018

| Monday | Tuesday | Wednesday | Thursday | Friday |
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|  <p>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 Prince William Skillsource Center.</p> | <p>ESOL Classes Begin</p> <p>Job Corps Orientation 10:00am – 11:00am</p> <p>PEOPLE READY HIRING EVENT 10:00am – 12:00pm</p> | <p>DARS Job Club Job Readiness Workshop 9:30am – 11:00am</p> | | <p>Computer & Internet Basics 10:00am – 12:30pm</p> |
| <p>7</p> <p>Microsoft Word Basics 10:00 – 12:30pm</p> <p>Citizenship Class 12:30pm – 3:30pm</p> | <p>8</p> <p>Job Corps Orientation 10:00am – 11:00am</p> <p>DIAMOND TRANSPORTATION HIRING EVENT 10:00am – 12:00pm</p> <p>WIOA Youth Information Session 2:00pm – 4:00pm</p> | <p>9</p> <p>DARS Job Club Job Readiness Workshop 9:30am – 11:00am</p> <p>Workshop “B”: Online Job Search 11:00am – 1:00pm</p> | <p>10</p> <p>PEOPLE READY HIRING EVENT 1:00pm – 3:00pm</p> | <p>11</p> <p>Federal Hiring Process Workshop 10:00am – 3:00pm</p> |
| <p>14</p> <p>Microsoft Word Advanced 10:00am – 12:30pm</p> <p>Citizenship Class 12:30pm – 3:30pm</p> | <p>15</p> <p>Job Corps Orientation 10:00am – 11:00am</p> <p>PEOPLE READY HIRING EVENT 10:00am – 12:00pm</p> | <p>16</p> <p>DARS Job Club Job Readiness Workshop 9:30am – 11:00am</p> <p>Workshop “A”: Resume / Networking / Interviewing 11:00am – 2:00pm</p> | <p>17</p> <p>Resume Writing Workshop (Sponsored by Saved Hands Foundation) 9:30am – 12:00pm</p> <p>Prince William Reentry Family Orientation Night 5:30pm – 7:30pm</p> | <p>18</p> <p>Microsoft Powerpoint Basics 10:00am – 12:30pm</p> <p>MULTI-EMPLOYER HIRING EVENT 10:00am – 1:00pm</p> |
| <p>21</p> <p>Microsoft Powerpoint Advanced 10:00am – 12:30pm</p> <p>Citizenship Class 12:30pm – 3:30pm</p> | <p>22</p> <p>Job Corps Orientation 10:00am – 11:00am</p> <p>DIAMOND TRANSPORTATION HIRING EVENT 12:00pm – 2:00pm</p> <p>WIOA Youth Information Session 2:00pm – 4:00pm</p> | <p>23</p> <p>DARS Job Club Job Readiness Workshop 9:30am – 11:00am</p> <p>Workshop “B”: Online Job Search 11:00am – 1:00pm</p> | <p>24</p> <p>GED Classes End</p> <p>PEOPLE READY HIRING EVENT 1:00pm – 3:00pm</p> | <p>25</p> <p>Microsoft Excel Basics 10:00am – 12:30pm</p> |
| <p>28</p>  <p>CENTER CLOSED</p> | <p>29</p> <p>Job Corps Orientation 10:00am – 11:00am</p> | <p>30</p> <p>DARS Job Club Job Readiness Workshop 9:30am – 11:00am</p> <p>Workshop “A”: Resume / Networking / Interviewing 11:00am – 2:00pm</p> | <p>31</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> |

ADULT EDUCATION: GED: Monday – Thursday 9:00am – 12:00pm and 12:30pm – 3:30pm
ESOL: Tuesday – Thursday 9:00am – 12:00pm and 12:30pm – 3:30pm

HAPPY
Mother's day

Sunday, May 13th



Prince William SkillSource Center Workshop Registration Form

MAY 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 |
|-----------------------------------------|-------------------------------------------------------------|

| | |
|-----------------------------|-------------------------------------------------------------|
| 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.

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|-------------------------------------------------------------|-----------------------------------------------|
| Computer and Internet Basics | Friday, May 4, 2018 10:00am – 12:30pm |
| Job Club (conducted by DARS) | Every Wednesday 9:30am – 11:00am |
| Job Corps Orientation | Every Tuesday 10:00am – 11:00am |
| Federal Hiring Process Workshop | Friday, May 11, 2018 10:00am – 3:00pm |
| Resume Writing <i>(Sponsored by Saved Hands Foundation)</i> | Thursday, May 17, 2018 9:30am – 12:00pm |

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|-------------------------------------------------|-------------------------------------------------|
| Workshop "A": Resume/Interviewing/Networking | Wednesday, May 16, 2018 11:00am– 2:00pm |
| Workshop "A": Resume/Interviewing/Networking | Wednesday, May 30, 2018 11:00am– 2:00pm |
| Workshop "B": Online Job Search | Wednesday, May 9, 2018 11:00am – 1:00pm |
| Workshop "B": Online Job Search | Wednesday, May 23, 2018 10:00am – 12:30pm |

| Information Sessions | |
|--------------------------------|---------------------------------------------|
| WIOA Youth Information Session | Tuesday, May 8, 2018 2:00pm - 4:00pm |
| WIOA Youth Information Session | Tuesday, May 22, 2018 2:00pm - 4:00pm |

| Microsoft Workshops <i>(Space is Limited)</i> | |
|--------------------------------------------------|----------------------------------------------|
| Basic Microsoft Excel | Monday, May 25, 2018 10:00am – 12:30pm |
| Basic Microsoft PowerPoint | Friday, May 18, 2018 10:00am – 12:30pm |
| Advanced Microsoft PowerPoint | Monday, May 21, 2018 10:00am – 12:30pm |
| Basic Microsoft Word | Monday, May 7, 2018 10:00am – 12:30pm |
| Advanced Microsoft Word | Monday, May 14, 2018 10:00am – 12:30pm |

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



National Council on Aging
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

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|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Computer & Internet Basics | Learn basic computer terminology, components and how to use and search the Internet |
| Basic Microsoft Excel | Learn how to create, open, save and share workbooks, as well as, cell basics. |
| Advanced Microsoft Excel | Learn how to work with cells, sheets, formulas and functions. |
| Basic Microsoft PowerPoint | Learn how to create, open and save presentations, as well as, slide and text basics. |
| Advanced Microsoft PowerPoint | Learn how to work with slides, text, objects, themes, transitions, and how to manage, print and present a slide show. |
| Basic Microsoft Word | Learn MS Word terminology, how to create, open, save, share and work with documents. |
| Advanced Microsoft Word | Learn MS Word layouts, printing, how to work with objects and how to review documents. |
| 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. |
| Resume Writing | This workshop is the Saved Hands Foundation; learn the fundamentals of effective resume writing techniques. |
| 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. |
| Workshop "A": 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. |
| Workshop "B": 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 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.myskillsource.org (Click on "Young Adults") |