

November 2018

Monday	Tuesday	Wednesday	Thursday	Friday
	 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	 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.	1 CONTINENTAL POOLS HIRING EVENT 10:30am – 12:30pm <hr/> Advanced Microsoft PowerPoint Workshop 1:00pm – 3:30pm <hr/> PEOPLE READY HIRING EVENT 1:00pm – 3:00pm	2 FALL BACK  November 4 th
5 Federal Hiring Process Workshop 10:00am – 3:00pm	6 MV TRANSPORTATION HIRING EVENT 10:00am – 12:00pm <hr/> LEP Workshop: Hard & Soft Skills Needed for On the Job Success 1:00pm – 3:00pm <hr/> WIOA Youth Information Session 2:00pm – 4:00pm	7 Workshop “A”: Resume / Networking / Interviewing 11:00am – 2:00pm <hr/> AUTOMATION PERSONNEL SERVICES HIRING EVENT 10:00am – 12:00pm	8 PEOPLE READY HIRING EVENT 10:00am – 12:00pm <hr/> Basic Microsoft Excel Workshop 1:00pm – 3:30pm	9
12  VETERANS DAY November 11, 2018 CENTER CLOSED	13 DIAMOND TRANSPORTATION HIRING EVENT 10:00am – 12:00pm <hr/> LEP Workshop: Important Networking Strategies for Employment 1:00pm – 3:00pm <hr/> VFSN: “Budget Basics” Workshop 12:00pm – 1:00pm	14 PRINCE WILLIAM COUNTY PUBLIC SCHOOLS – TRANSPORTATION DEPT. HIRING EVENT 10:00am – 12:00pm	15 FIDELITONE HIRING EVENT 10:00am – 1:00pm <hr/> Advanced Microsoft Excel Workshop 1:00pm – 3:30pm <hr/> PEOPLE READY HIRING EVENT 1:30pm – 3:30pm	16 Resume Writing Workshop (Sponsored by Saved Hands Foundation) 10:00am – 12:30pm
19	20 MV TRANSPORTATION HIRING EVENT 10:00am – 12:00pm <hr/> LEP Workshop: Resume Writing 1:00pm – 3:00pm <hr/> WIOA Youth Information Session 2:00pm – 4:00pm	21  CENTER CLOSING @ NOON	22  CENTER CLOSED	
26	27 DIAMOND TRANSPORTATION HIRING EVENT 10:00am – 12:00pm <hr/> LEP Workshop: Interviewing Skills 1:00pm – 3:00pm	28 Workshop “B”: Online Job Search 11:00am – 1:00pm <hr/> AUTOMATION PERSONNEL SERVICES HIRING EVENT 10:00am – 12:00pm	29 PEOPLE READY HIRING EVENT 10:00am – 12:00pm	30

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

⊕ **DARS Job Club - Job Readiness Workshop: Wednesdays, Nov. 14th & 28th | 9:30am – 11:00am**

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

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 November 2018

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.

<input type="checkbox"/>	Job Corps Orientation	Every Tuesday 10:00am – 12:00pm
<input type="checkbox"/>	Advanced Microsoft PowerPoint Workshop (FULL♣)	Thursday, November 1, 2018 1:00pm – 3:30pm
<input type="checkbox"/>	Federal Hiring Process Workshop	Monday, November 5, 2018 10:00am – 3:00pm
<input type="checkbox"/>	WIOA Youth Information Session	Tuesday, November 6, 2018 2:00pm - 4:00pm
<input type="checkbox"/>	Workshop "A": Resume/Interviewing/Networking	Wednesday, November 7, 2018 11:00am– 2:00pm
<input type="checkbox"/>	Basic Microsoft Excel Workshop (FULL♣)	Thursday, November 8, 2018 1:00pm – 3:30pm
<input type="checkbox"/>	VFSN: Budget Basics	Tuesday, November 13, 2018 12:00pm - 1:00pm
<input type="checkbox"/>	Job Club (conducted by DARS)	Wednesday, November 14, 2018 9:30am – 11:00am
<input type="checkbox"/>	Advanced Microsoft Excel Workshop (FULL♣)	Thursday, November 15, 2018 1:00pm – 3:30pm
<input type="checkbox"/>	Resume Writing Workshop (Sponsored by Saved Hands Foundation)	Friday, November 16, 2018 10:00am – 12:30pm
<input type="checkbox"/>	WIOA Youth Information Session	Tuesday, November 20, 2018 2:00pm - 4:00pm
<input type="checkbox"/>	Job Club (conducted by DARS)	Wednesday, November 28, 2018 9:30am – 11:00am
<input type="checkbox"/>	Workshop "B": Online Job Search	Wednesday, November 28, 2018 11:00am – 1:00pm

♣ NOTE: The Microsoft Workshops are "FULL"; however, you will be placed on the "WAIT LIST" and notified if a seat becomes available.

Workshop Descriptions

PARTNERS



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



WIOA - Adult
www.myskillssource.org



703-586-6546



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

*To register for workshops, email angela.harris@myskillssource.org	
Advanced Microsoft PowerPoint Workshop	Learn how to work with slides, text, objects, themes, transitions, and how to manage, print and present a slide show. <i>Hosted by Prince William Adult Education.</i>
Basic & Advanced Microsoft Excel Workshops	Basics: Learn how to create, open, save and share workbooks, as well as cell basics. Advanced: Learn how to work with cells, sheets, formulas and functions. <i>Hosted by Prince William Adult Education.</i>
*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 / 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.
*Resume Writing	This workshop is being facilitated by the Saved Hands Foundation ; 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. 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.
*VFSN: "Budget Basics"	As household costs increase during this busy season, expenses can get out of control. Virginia Financial Success Network (VFSN) is here to help you stay on budget. To register, email Brenda.martinez@myskillssource.org
Information Sessions	
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")