



Loudoun Workforce Resource Center
 102 Heritage Way, N.E., 1st Floor
 P. O. Box 7400
 Leesburg, VA 20177-7400
 (703) 777-0150 (Voice)
 711 (VA Relay)
www.loudoun.gov/wrc



Hours of Operation:

Monday, Tuesday, Thursday, Friday
 9:00am - 4:30pm
 Wednesday 9:00am - 12:00noon

Meet the Employer Events
On-site Recruiting


LCPS Transportation
Information Sessions
 Monday, 10/15/18
 Starting at 10:00 am

Please visit our website for the
 most current event information
www.loudoun.gov/wrc

Workshops are offered at **NO COST**.
 However,
Pre-Registration is Required.
 To register please visit:
www.loudoun.gov/wrcworkshops

If you require a reasonable accom-
 modation for any type of disability
 in order to participate in Loudoun
 Workforce Resource Center ser-
 vices, please contact the Center at
 703-777-0150. Three business days
 advance notice is requested.

October 2018

| Mon | Tue | Wed | Thu | Fri |
|---|---|---|--|---|
| 1 DARS Rep. 10:00 am - 2:00 pm Orientation to Center Services - English 2:00 pm - 3:00 pm | 2 Resume Critique Walk-in from 9:00 am - 12:00 noon 30 Second Commercial - "So Tell Me About Yourself" 9:30 am - 12:00 noon Negotiate Your Best Offer 1:00 pm - 2:30 pm | 3 Workforce Center CLOSED | 4 Resume Critique Walk-in from 9:00 am - 12:00 noon Your Transferable Skills 10:00 am - 12:00 noon Controlling My Time 2:00 pm - 3:30 pm Holiday Hiring Hoopla 4:00 pm - 6:00 pm | 5 WIOA Screening *By Appointment |
| 8 Workforce Center CLOSED  | 9 Resume Critique Walk-in from 9:00 am - 12:00 noon Resume Writing 101 9:00 am - 1:00 pm Youth WIOA Info Session *By Appointment | 10 Networking Fundamentals 10:00 am - 11:30 am CLOSE @ 12:00 noon | 11 Resume Critique Walk-in from 9:00 am - 12:00 noon Mock Interview 9:00 am - 12:30 pm Word Basic Full-Day 9:00 am - 4:00 pm | 12 Best in Class Service 10:00 am - 12:00 noon WIOA Screening *By Appointment |
| 15 <u>GED Placement Testing - 9:30 am</u> <u>Registration Required</u> <u>571-252-1393</u> | 16 Resume Critique Walk-in from 9:00 am - 12:00 noon Interviewing Styles 9:00 am - 11:30 m Word Basic Half-Day 9:30 am - 12:00 noon Youth WIOA Info Session *By Appointment | 17 Navigating LinkedIn for New Users 9:30 am - 11:30 am CLOSE @ 12:00 noon | 18 Resume Critique Walk-in from 9:00 am - 12:00 noon Excel Basic 9:00 am - 4:00 pm Older Workers & Job Search 10:00 am - 12:30 pm "SCAR-Q - Discover Your Competencies" 1:30 pm - 3:30 pm | 19 WIOA Screening *By Appointment |
| 22 Outlook Basic 9:00 am - 4:00 pm | 23 Resume Critique Walk-in from 9:00 am - 12:00 noon Excel Basic 9:00 am - 4:00 pm Mock Interview 12:00 noon - 3:30 pm | 24 So You Think You Can Interview? 9:30 am - 11:30 am CLOSE @ 12:00 noon | 25 Orientation to Center Services - Spanish 9:00 am - 10:00 am Resume Critique Walk-in from 9:00 am - 12:00 noon Best in Class Service 10:30 am - 12:30 pm | 26 Resume Writing 101 9:00 am - 1:00 pm WIOA Screening *By Appointment |
| 29 | 30 Resume Critique Walk-in from 9:00 am - 12:00 noon Successful Phone Interviewing 10:00 am - 11:30 am | 31 Find a Career... Change a Career... My Next Move 10:00 am - 11:00 am CLOSE @ 12:00 noon | <p>Have you used the Loudoun Workforce Center for your employment needs and become recently employed? ~ Please contact our office so we can share in your success!!</p> | |



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Partner Contacts

Crossroads Jobs, Inc. ~ Crossroads Jobs is a free employment service, connecting capable applicants with marketplace jobs. **Carol Smith ~ 703-771-4112**

Department of Aging and Rehabilitative Services (DARS) ~ In partnership with people with disabilities and their families, the Virginia Division of Rehabilitative Services collaborates with the public and private sectors to provide and advocate for the highest quality services that empower individuals with disabilities to maximize their employment, independence and full inclusion into society. ~ **Loudoun Office ~ 703-771-4775**

Job Link, Loudoun County Community Services Board ~ Job coaches provide one-on-one assistance to individuals with disabilities with finding and keeping regular jobs in the community. **Sara Westfall ~ 703-777-0562**

Loudoun County Public Schools, Adult Education ~ LCPS Adult Education provides educational opportunities for adults who wish to acquire competencies necessary for further education, employment, or personal enrichment. **Carolyn Solares ~ 571-252-1393**

Northern Virginia Community College ~ NVCC is a comprehensive institution of higher learning offering programs of instruction generally extending not more than two years beyond the high school level. **Esther Perantoni ~ 703-450-2551**

Ticket to Work ~ A Social Security Administration program designed to provide employment related assistance to SSDI and SSI beneficiaries who are between the ages of 18 and 64. To schedule an appointment please contact ~ **703-827-3782**

Transit & Commuter Services: Loudoun County Department of Transportation & Capital Infrastructure ~ The Transit & Commuter Services team offers helpful information to residents, employers, and individuals traveling to work in Loudoun County. **1-877-GO-LCBUS or 703-771-5665**

Virginia Employment Commission ~ **Alexandria-703-813-1300/Prince William-703-897-0407/Winchester-540-722-3415**

Virginia Employment Commission - Veterans Services ~ Veterans, Disabled Veterans and Businesses are eligible to receive employment services. Veteran Services are provided by a network of professional Workforce Services Representatives, Disabled Veteran Outreach Specialists and Local Veteran Employment Representatives. ~ **Cynthia Prospers ~ 757-812-8210 or cynthia.prospers@vec.virginia.gov**

Virginia Financial Success Network ~ The VFSN is open to any adult enrolled in the WIOA Program. Participants will benefit from individual financial coaching, budgeting, and financial educations. Please contact the Financial Coach, Tisha Chase, with questions ~ **tisha.chase@myskillsource.org ~ 703-474-8276**

Virginia Job Corps ~ Job Corps is a no-cost education and vocational training program administered by the U.S. Department of Labor that helps young people ages 16 through 24 improve the quality of their lives through vocational and academic training. **1-800-733-JOBS or contact the Alexandria office ~ 703-671-5300**

Youth WIOA Program ~ The WIOA Program helps youth ages 17-24 to gain the skills needed to succeed in the workforce through career development and educational support. **Fariyah Kuraishi ~ 571-385-9672**