

October 2018

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|--|--|---|---|
| 1 | 2 MV TRANSPORTATION HIRING EVENT 10:00am – 12:00pm <hr/> LEP Workshop: Welcome to PW Center 1:00pm – 3:00pm <hr/> WIOA Youth Information Session 2:00pm – 4:00pm | 3 Washington Metro Interviews 10:00am - 1:00pm (By Appointment Only) | 4 PEOPLE READY HIRING EVENT 10:00am – 12:00pm <hr/> Computer & Internet Basics Workshop 1:00pm – 3:30pm | 5 |
| 8  CENTER CLOSED | 9 LEP Workshop: Cultural Expectations of U.S. Employers 1:00pm – 3:00pm | 10 AUTOMATION PERSONNEL SERVICE HIRING EVENT 10:00am – 12:00pm <hr/> Workshop “A”: Resume / Networking / Interviewing 11:00am – 2:00pm | 11 Stratford University Information Session 1:00pm – 2:00pm <hr/> PEOPLE READY HIRING EVENT 10:00am – 12:00pm <hr/> Basic Microsoft Word Workshop 1:00pm – 3:30pm GED CLASSES END | 12 Resume Writing Workshop (Sponsored by Saved Hands Foundation) 10:00am – 12:30pm |
| 15 GED CLASSES BEGIN | 16 DIAMOND TRANSPORTATION HIRING EVENT 10:00am – 12:00pm <hr/> LEP Workshop: Setting Goals & Finding Resources for Employment Success 1:00pm – 3:00pm <hr/> WIOA Youth Information Session 2:00pm – 4:00pm | 17 Workshop “B”: Online Job Search 11:00am – 1:00pm <hr/> PRINCE WILLIAM COUNTY PUBLIC SCHOOLS – TRANSPORTATION DEPT. HIRING EVENT 10:00am – 12:00pm <hr/> The Art of Effective Communication 12:30pm -2:30pm <hr/> AUTOMATION PERSONNEL SERVICE HIRING EVENT 1:00pm – 3:00pm | 18 PEOPLE READY HIRING EVENT 10:00am – 12:00pm <hr/> Advanced Microsoft Word Workshop 1:00pm – 3:30pm | 19 Federal Hiring Process Workshop 10:00am – 3:00pm |
| | 23 MV TRANSPORTATION HIRING EVENT 10:00am – 12:00pm <hr/> LEP Workshop: VA Workforce Connection Registration & Navigation 1:00pm – 3:00pm | 24 Workshop “A”: Resume / Networking / Interviewing 11:00am – 2:00pm | 25 Stratford University Information Session 1:00pm – 2:00pm <hr/> PEOPLE READY HIRING EVENT 10:00am – 12:00pm <hr/> Basic Microsoft PowerPoint Workshop 1:00pm – 3:30pm | 26 |
| 29 | 30 DIAMOND TRANSPORTATION HIRING EVENT 10:00am – 12:00pm <hr/> LEP Workshop: Online Job Applications 1:00pm – 3:00pm | 31 HAPPY HALLOWEEN  <hr/> Workshop “B”: Online Job Search 11:00am – 1:00pm |  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.. |

✦ 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

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
703-586-6546



703-897-0407



Mark Fletcher
703-335-5550



703-586-6544



703-791-7357



Lauren Parker
703-752-1606



703-634-2400



703-565-0069

| *To register for workshops, email angela.harris@myskillssource.org | |
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| Computer Training Workshops | Hands-On computer workshops: Computer & Internet, Microsoft Word, and PowerPoint Basics. <i>Hosted by Prince William Adult Education.</i> |
| *The Art of Effective Communication | This workshop will cover verbal and non-verbal communication skills for interview success and Public Speaking Basics. |
| *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 <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. 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. |
| Information Sessions | |
| Stratford University Information Session | Welcome to Stratford University! Looking for career opportunities in IT and Cyber. We offer accelerated certificate programs in A+, Network+, Security+, CISSP, CCNA, Certified Ethical Hacker (CEH) and more. If you qualify for WIOA, the cost of the training and exam are free of charge. Visit us at www.stratford.world to sign up and learn more. |
| 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") |



13370 Minnieville Road | Woodbridge, VA 22192
 Main # (703)586-6800 | Fax# (703)565-0091
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

October 2018

Name: _____
First Last

Email: _____ Phone: _____

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|---|---|
| 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.

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| X | Job Corps Orientation | Every Tuesday 10:00am – 12:00pm |
| X | Job Club (conducted by DARS) | Every Wednesday 9:30am – 11:00am |
| X | WIOA Youth Information Session | Tuesday, October 2, 2018 2:00pm - 4:00pm |
| X | Computer & Internet Basics Workshop | Thursday, October 4, 2018 1:00pm – 3:30pm |
| X | Workshop “A”: Resume/Interviewing/Networking | Wednesday, October 10, 2018 11:00am– 2:00pm |
| X | Basic Microsoft Word Workshop | Thursday, October 11, 2018 1:00pm – 3:30pm |
| X | Stratford University Information Session | Thursday, October 11, 2018 1:00pm – 2:00pm |
| X | Resume Writing Workshop <i>(Sponsored by Saved Hands Foundation)</i> | Friday, October 12, 2018 10:00am – 12:30pm |
| X | WIOA Youth Information Session | Tuesday, October 16, 2018 2:00pm - 4:00pm |
| X | Workshop “B”: Online Job Search | Wednesday, October 17, 2018 11:00am – 1:00pm |
| X | The Art of Effective Communication | Wednesday, October 17, 2018 12:30pm – 2:30pm |
| X | Advanced Microsoft Word Workshop | Thursday, October 18, 2018 1:00pm – 3:30pm |
| X | Federal Hiring Process Workshop | Friday, October 19, 2018 10:00am – 3:00pm |
| X | Workshop “A”: Resume/Interviewing/Networking | Wednesday, October 24, 2018 11:00am– 2:00pm |
| X | Basic Microsoft PowerPoint Workshop | Thursday, October 25, 2018 1:00pm – 3:30pm |
| X | Stratford University Information Session | Thursday, October 25, 2018 1:00pm – 2:00pm |
| X | Workshop “B”: Online Job Search | Wednesday, October 31, 2018 11:00am – 1:00pm |