

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 ELECTION DAY Office is Closed	3 GED/Adult Ed Info Session 9:30 am-12:30 pm	4 WIOA Orientation 10:00 am - 11:00 am	5	6
7	8 Veteran's Virtual workshops 10:00 am- Skillbridge Session 11:00am- Federal Workshop 1:00 pm- Skillbridge Session 2:00pm Federal Workshop	9 Super Tuesday Veteran's hiring event Virtual 9:00am Budget & Credit Virtual Session 11:00 am	10 GED/Adult Ed Info Session 9:30 am-12:30 pm	11 VETERAN'S DAY Office is Closed	12	13
14	15 "Writing a Winning Resume and Interview Techniques" Workshop 9:00 am -11:00 am	16	17 GED/Adult Ed Info Session 9:30 am-12:30 pm	18	19	20
21	22 Job Corps Virtual 12:00 pm-3:00 pm	23	24 Office Open 8:30 am - Noon THANKSGIVING HOLIDAY	25 THANKSGIVING HOLIDAY	26 THANKSGIVING HOLIDAY	27
28	29	30				

VIRGINIA CAREER WORKS HAMPTON CENTER

Orientation and Workshop Descriptions

A New Beginning "A Second Chance" 208:

This workshop has been specifically developed for anyone with legal barriers to employment. Street-tested tips on how to clean-up a criminal record; where to find hidden jobs; how to avoid the top five common application mistakes and how to go on every interview knowing exactly what to say.

Basic Computer Skills 106: This workshop covers a wide variety of topics that will help individuals with limited computer skills. The workshop would help to develop the skills required to access computer-based information. It includes accessing www.vawc.virginia.gov services, using word processing programs; web-based e-mail and searching the internet for job opportunities.

Budget & Credit Session 208:

Find out how to make the money you have by saving more, creating a spending plan, and being a smart shopper. The sooner we start saving, and the more we save; the more benefits we can enjoy today and tomorrow. Learn how you can achieve the confidence that comes with being a good saver and having financial peace of mind. Teaches student how to navigate in the current economy, the basics of money management and why it is so important to have a spending plan. In addition, individuals can learn about debit cards, credit, student loans and how to protect themselves from identity theft.

Educational, Career & Financial Aid 208:

This session provides information on completing Free Application for federal student aid, information on loan rehabilitation programs and compare programs that are right for you.

MAXIMUM SEATING OF 23 FOR MOST WORKSHOPS

AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON
REQUEST TO INDIVIDUALS WITH DISABILITIES

Phone: 757-766-4900 Fax: 757-766-4929

www.theworkforcecouncil.org

✓ Preregistered clients must arrive 15 minutes prior to any Workshop or WIOA Orientation.

✓ Children are not permitted in Center, Workshops, or WIOA Orientation

Effective Job Search 106:

This workshop helps identify key skills on how to:

- Define your ideal job.
- Learn the two most effective job search methods.
- Create a superior resume and portfolio.
- Organize your time to get two interviews a day.
- Dramatically improve your interviewing skills.
- Follow up on all job leads.

Federal Employment 208:

This workshop provides necessary information regarding the standardized Federal application procedures. The topics cover:

- USAJOBS resume builder, announcement analysis, mastering the questionnaire and total application process.
- Federal resume writing to demonstrate specialized experience, keywords and accomplishments.
- KSA accomplishments for the resume, interview preparation and to stand out!
- Understanding the federal hiring process.

GED/ Adult Ed Info Session 208:

Come and find out how simple it is to finish your high school credentials. Find the paths to a GED or a diploma. Come start the process and take the first step towards graduation.

HRCAP Sessions 208:

These workshops cover practical skills that encourage financial planning for future expenses and affordable housing search. Participants will also gain information and resources in following subject areas: HUD rental and rent subsidy programs; other federal, state, or local rental assistance; lease terms and rent delinquency; the eviction process. Attendees will gain confidence and knowledge that will enable them to make effective housing and financial decisions.

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Job Corps:

Job Corps is the nation's largest career technical training and education program for young people ages 16 through 24. Students can earn a high school diploma, a high school equivalency credential, or college credits through Job Corps. They offer career technical training in more than 100 career areas. Students receive housing, meals, basic health care, a living allowance, training, and preparation for a career, all at no cost. For up to 21 months after graduation, a career transition counselor will help your student make the transition from Job Corps to the real world.

Legal Aid Session 208

This workshop is a part of the Legal Aid Society of Eastern Virginia's Equal Access to Transportation Initiative. The workshop is designed to teach you about your legal rights as a consumer. Through this workshop, you will learn what your legal rights are when it comes to managing your debt, monitoring your credit reports and scores; and reaching a good deal when it comes to a major financial purchase, such as a car. After this workshop you will have tools to help you avoid unfair and predatory financial transactions, and empower you to use the law to meet your financial goals.

WIOA Orientation 101:

Offered Tuesdays at 2:00 p.m. - 3:00 p.m.; and Thursdays at 10:00a.m. - 11:00a.m. in our Conference Room 1012. You must be registered with the Virginia Workforce Connection at site: www.vawc.virginia.gov. Topics include overview of the Virginia Career Works Hampton Center, step-by-step procedures of the Career Resource Center; registration criteria; general program considerations; customer responsibilities; training providers; self-assessments and the process for applying for WIOA services.

Writing a Winning Resume & Interview 115:

This workshop presents tools to use in preparing an excellent resume. Look at what employers want in a resume and the do's and don'ts in preparing a resume. Handouts and valuable information are provided.

MUST BE 18 YEARS OF AGE TO ATTEND ANY WORKSHOPS and ORIENTATIONS



Funded 100% through a WIOA Title I grant provided by the U.S. Department of Labor. The program does not receive financial support from non-governmental sources. It is an equal opportunity program and auxiliary aids and services are available upon request to individuals with disabilities. TDD: VA Relay Center: 711

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