



Norfolk Center, 861 Glenrock Road, Suite 100, Norfolk, VA 23510

Monday	Tuesday	Wednesday	Thursday	Friday
2 	3 <u>Marketing Your Resume</u> <u>1:30 - 3:00</u>	4	5 Group Certification 1:00 - 2:30	6 12:00 p.m. Center Closed
9 <u>Job Search Strategies</u> <u>9:30 - 11:00</u>	10 Group Certification 9:00 - 10:30 MS WORD 101 (In Person Only) 9:30 – 11:00	11 CENTER CLOSED 3:00 p.m.	12 <u>Bridge 757 Credit Building</u> <u>1:00 - 2:00</u>	13 12:00 p.m. Center Closed
16 CENTER CLOSED 	17	18 <u>Bridge 757 Budgeting Basics</u> <u>9:00 - 10:00</u>	19 Group Certification 1:00 - 2:30 <u>Interview Techniques</u> <u>1:30 - 3:00</u>	20 12:00 p.m. Center Closed
23 Federal Resume Writing 1:30 – 3:00 (Veteran Center_ In Person Only Suite 200)	24 Group Certification 9:00 - 10:30 MS WORD 101 (In Person Only) 9:30 – 11:00	25 <u>Marketing Your Resume</u> <u>9:30 - 11:00</u>	26	27 12:00 p.m. Center Closed
30	31 <u>Using social media for Job Search</u> <u>1:30 - 3:00</u>			



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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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OFFICE CLOSURE

JANUARY 02, 2023, NEW YEARS

JANUARY 11, 2023, at CLOSING 3:00 P.M.

JANUARY 16, 2023, MLK DAY

CLOSED 12:00 P.M. EVERY FRIDAY



HAMPTON ROADS REGION

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



You can complete our orientation online! Orientation is available online from any internet-based computer at:

<https://www.theworkforcecouncil.org/virginia-career-works-hampton-roads/>

One on One INTAKE Is Monday - Thursday from 8:30 am - 4:00 pm

The Resource Room is still open Monday - Thursday, from 8:30 am - 4:30 pm for computer use and Fridays 8:30 am – 11:00 am for computer use.

You must register with the Virginia Workforce Connection site at: www.vawc.virginia.gov

Please bring your valid state/government photo ID and Social Security card.

Group Certification - (To attend, clients must complete all prior steps discussed in Orientation and Intake.) **Group Certification is only hosted on Tuesday and Thursday of EVERY OTHER WEEK.** On Tuesday, Group Certification starts at 9:00 a.m. and sign up begins at 8:30 a.m. On Thursday, Group Certification starts at 1:00 p.m. and sign up begins at 12:00 p.m. **Group Certification is required for individuals interested in WIOA funding for training after they have done INTAKE.**

Employment Workshop Descriptions

*Veterans receive priority of service. * Preregistered clients must arrive 8 minutes prior to class to reserve seat. Children are not permitted in workshops.

Using social media for Job Search – Learn the importance of using social media to build your profile, network, and follow companies using LinkedIn, Facebook, and Twitter.

Marketing Your Resume – These days, a top-notch resume will assist you in getting an interview. Learn how to market and target your skills, accomplishments, experience, and keywords with an impressive resume.

Job Search Strategies – Learn more about the crucial steps in the job search process. This workshop addresses untapped resources and services available to job seekers, job-hunting on the Internet, and using your own network to your advantage.

Interview Techniques - Want to feel confident at your next job interview? This workshop teaches you how! Topics include positive answers to difficult questions, dressing for success, and the importance of body language, good attitude and making the “best” first impression. Interview follow-up and salary negotiation are also discussed.

Federal Employment – Review the Federal Employment application process and key points for understanding how to successfully complete job announcements and vacancies.

Credit Building – Ever wonder how credit scores are calculated? This workshop will teach you what is a credit score, how is calculated, and tips on how to raise your credit score.

Budgeting Basics – Learn to keep track of your money. This workshop teaches you how to create a budget, understand your expenditures, and debt planning.

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Marketing Your Resume January 3, 2023, 1:30 p.m. – 3:00 p.m.

<https://www.eventbrite.com/e/marketing-your-resume-tickets-491951148127>

Job Search Strategies January 9, 2023, 9:30 a.m. - 11:00 a.m.

<https://www.eventbrite.com/e/job-search-strategies-tickets-491975139887>

Bridge 757 Credit Building January 12, 2023, 1:00 p.m. - 2:00 p.m.

<https://www.eventbrite.com/e/bridge-757-credit-building-tickets-491984257157>

Bridge 757 Budgeting Basics January 18, 2023, 9:00 a.m. – 10:00 a.m.

<https://www.eventbrite.com/e/bridge-757-budgeting-basics-tickets-491987376487>

Interview Techniques January 19, 2023, 1:30 p.m. – 3:00 p.m.

<https://www.eventbrite.com/e/interview-techniques-tickets-491989412577>

Marketing Your Resume January 25, 2023, 9:30 a.m. - 11:00 a.m.

<https://www.eventbrite.com/e/marketing-your-resume-tickets-491992110647>

Using social media for Job Search January 31, 2023, 1:30 p.m. – 3:00 p.m.

<https://www.eventbrite.com/e/using-social-media-for-job-search-tickets-492009221827>



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