



SEPTEMBER 2023
VIRGINIA CAREER WORKS - NORFOLK CENTER
Workshops and Group Certification Schedule

Norfolk Center, 861 Glenrock Road, Suite 100, Norfolk, VA 23502

Monday	Tuesday	Wednesday	Thursday	Friday
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4 CENTER CLOSED 	5 Group Certification 9:00 am–10:30am Bridge 757 Budgeting Basics 1:30 pm–2:30pm	6 Marketing Your Resume 9:00am–10:30am	7 Interview Techniques 1:30pm–3:00pm	8 CLOSED 12:00pm
11	12 Using Social Media for Job Search 2:00pm–3:30pm	13 CENTER CLOSED 3:00pm 	14 Group Certification 1:00pm–2:30pm Job Search Strategies 9:00am–10:30am	15 CLOSED 12:00pm
18	19 Group Certification 9:00am–10:30am Bridge 757 Credit Building 10:00am–11:00am	20 Interview Techniques 9:00am–10:30am	21 Marketing Your Resume 1:00pm–2:30pm	22 CLOSED 12:00pm
25	26 	27 Job Search Strategies 1:00pm–2:30pm	28 Group Certification 1:00pm–2:30pm	29 CLOSED 12:00pm

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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 CLOSURES

September 4, Labor Day Center Closed

September 13, Closed at 3:00 P.M.

OFFICE CLOSURES AT 12 NOON ON FRIDAYS

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

<https://www.theworkforcecouncil.org/vcw-orientation/>

INTAKE IS DONE MONDAY THROUGH THURSDAY ONLY FROM 8:30 AM - 4:00 PM

For job search and computer use, the Resource Room is open Monday - Thursday from 8:30 am - 4:30 pm and Fridays from 8:30 am – 12:00 pm

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.

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



HAMPTON ROADS REGION

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 am and sign up begins at 8:30 am On Thursday,

Group Certification starts at 1:00 pm and sign up begins at 12:00 pm

Attendance is required for individuals interested in WIOA funding for training. Children are not permitted in Group Certification or in person workshops.

Employment Workshop Descriptions

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. Bring a paper copy of your current resume to critique.

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.

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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Bridge 757 Budgeting Basics – September 5, 2023, 1:30–2:30pm

<https://vccs.zoom.us/meeting/register/tZlscOqqqj4sGtLqjLNZ1e5uSKnzwBogCzAd>

Marketing Your Resume – September 6, 2023, 9:00 - 10:30am

<https://vccs.zoom.us/meeting/register/tZAqf-mprjltHtXBMO6xf-3elFaUWMOcSnZ0>

Interview Techniques – September 7, 2023, 1:30 – 3:00pm

<https://vccs.zoom.us/meeting/register/tZUtf-2vqz8sE9JWW5NaF0vqeFkZwMAL77qL>

Using Social Media for Job Search – September 12, 2023, 2:00–3:30pm

<https://vccs.zoom.us/meeting/register/tZErd-6qqjSrE9zDavtrqMPdzAvRwSIAwBS>

Job Search Strategies – September 14, 2023, 9:00–10:30am

<https://vccs.zoom.us/meeting/register/tZAtceiqrlqH9fvMjU-p6OPakyoHt2Oe0jL>

Bridge 757 Credit Building – September 19 10:00-11:00am

https://vccs.zoom.us/meeting/register/tZMtceiqqTgrGtcF2QeMlyITplwMzcNMD_b

Interview Techniques – September 20, 2023, 9:00–10:30am

https://vccs.zoom.us/meeting/register/tZwuf-ivpzMqHtbNQACy_okdlenFsINdpsxW

Marketing Your Resume – September 21, 2023, 1:00pm-2:30pm

<https://vccs.zoom.us/meeting/register/tZYrc-qsrDgtHdxiPkgDBFz5ldyRp3mectf1>

Job Search Strategies – September 27, 2023, 1:00-2:30pm

<https://vccs.zoom.us/meeting/register/tZwud-2opjktHtTt1qqK9r9Mp-SgbGMwB-r->

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