



March 2023
VIRGINIA CAREER WORKS - NORFOLK CENTER
Workshops Calendar

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

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2 Group Certification 1:00 – 2:30	3 CLOSED 12:00 p.m.
6 Marketing Your Resume 9:30 a.m. -11:00 a.m.	7 Group Certification 9:00 – 10:30	8 FEDERAL RESUME WRITING 1:30 PM - 3:00 PM HRVEC Norfolk CLOSED 3:00 p.m.	9 Using social media for Job Search 9:30 a.m. -11:00 a.m.	10 CLOSED 12:00 p.m.
13 Interview Techniques 9:30 a.m. – 11:00 a.m.	14 Job Search Strategies 1:00 p.m. - 2:30 p.m.	15 Bridge 757 Credit Building 1:00 p.m. - 2:00 p.m.	16 Group Certification 1:00 – 2:30	17 CLOSED 12:00 p.m.
20 Marketing Your Resume 1:00 p.m. - 2:30 p.m.	21 Group Certification 9:00 – 10:30	22 Interview Techniques 1:00 p.m. – 3:00 p.m.	23	24 CLOSED 12:00 p.m.
27	28 Job Search Strategies 9:30 a.m. -11:00 a.m.	29 Bridge 757 Budgeting Basics 10:00 a.m. - 11:00 a.m.	30 Group Certification 1:00 – 2:30	31 CLOSED 12:00 p.m.

WWW.THEWORKFORCECOUNCIL.ORG

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
March 8th 3:30 p.m.
OFFICE CLOSES 12 NOON ON FRIDAYS



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

HAMPTON ROADS REGION

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/>

INTAKE IS DONE MONDAY, TUESDAY, WEDNESDAY, AND THURSDAY ONLY FROM 8:30AM - 4:00 PM

The Resource Room is open Monday - Friday. from 8:30am - 4:00 pm for Job Search and 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.
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

*Veterans receive priority of service. * Preregistered clients must arrive 8 minutes prior to class to reserve a seat.

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.

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

March 6, 2023, 09:30 AM Register in advance for this meeting:

<https://vccs.zoom.us/join/zoom-join?secret=2vTqiGtPo2chX0eIT3dOKvPHhVHrb>

Using social media for Job Search

March 9, 2023, 9:30 AM Register in advance for this meeting:

<https://vccs.zoom.us/join/zoom-join?secret=tZ0rduytqTsvEt2ix68XGJPfcvQZE0lZJJJaY>

Interview Techniques

March 13, 2023, 9:30 AM Register in advance for this meeting:

<https://vccs.zoom.us/join/zoom-join?secret=tZEIdu2qrz4pGNBD8nFqfwswnucXyLpql0aZ>

Job Search Strategies

March 14, 2023, 09:30 AM Register in advance for this meeting:

<https://vccs.zoom.us/join/zoom-join?secret=tZERC-2qqzMtHt3DPRFb4yl3n89gkRICdtTU>

Bridge 757 Credit Building

March 15, 2023, 10:00 PM Register in advance for this meeting:

<https://vccs.zoom.us/join/zoom-join?secret=tZwscu6sqjsqHdBIOhtbZnNZHG17Tf-aC-c7>

Marketing Your Resume

March 20, 2023, 1:00PM Register in advance for this meeting:

<https://vccs.zoom.us/join/zoom-join?secret=tZEkdOysrzkiGtfcd6AAxwqTVpai5nNfOTbJ>

Interview Techniques

March 22, 2023, 01:00 PM Register in advance for this meeting:

<https://vccs.zoom.us/join/zoom-join?secret=tZAlduiurjkrHtZaDKSCJ8ZvjXC9tgSH-4vJ>

Job Search Strategies

Mar 28, 2023, 09:30 AM Register in advance for this meeting:

<https://vccs.zoom.us/join/zoom-join?secret=tZYvcu2oqj8qHNxYpnYIVMVov4QaMvHDL0dC>

Bridge 757 Budgeting Basics

Mar 29, 2023, 10:00 AM Register in advance for this meeting:

<https://vccs.zoom.us/join/zoom-join?secret=tZAqc-ugrD0iHtyGePRgpmVlc3dsegamqjq>

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