

NORFOLK CENTER CALENDAR

DECEMBER 2025



Norfolk Hours of Operation
Monday- Thursday 8:30am-4:00pm
Friday 8:30am-12:00pm

Virginia Career Works – Norfolk Center 861 Glenrock Road – Suite 100 Norfolk, VA 23502 757-461-7537 Fax: 757-461-6117

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 World AIDS Day	2 Group Certification 9–10:30am	3 Marketing Your Resume 1:00-2:30pm	4	5 CLOSED 12:00pm 
8	9	10 CENTER CLOSED 3:00pm Interview Techniques 9:30-11:00am 	11 Group Certification 1–2:30pm Job Search Strategies 2:00-3:30pm	12 CLOSED 12:00pm
15 	16 Group Certification 9–10:30am Using Social Media for Job Search 2:00-3:30pm	17 CENTER CLOSED 10:30am	18 Marketing Your Resume 9:00-10:30am	19 CLOSED 12:00pm
22	23 Job Search Strategies 10:00-11:30am	24 CENTER CLOSED 12:00pm 	25 CENTER CLOSED 	26 CLOSED 12:00pm
29 	30 Group Certification 9–10:30am Interview Techniques 1:30-3:00pm	31 CENTER CLOSED 12:00pm 		



HAMPTON ROADS REGION

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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LATE OPENING AND CLOSURES

****OFFICE CLOSES 12PM ON FRIDAYS****

DECEMBER 10 – CENTER CLOSED 3PM

DECEMBER 17 – CENTER CLOSED 10:30AM

DECEMBER 24 – CENTER CLOSED 12PM

DECEMBER 25 – CHRISTMAS CENTER CLOSED

DECEMBER 31 – CENTER CLOSED 12PM

VIRGINIA CAREER WORKS – NORFOLK CENTER

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

Virginia Career Works – Norfolk Center 861 Glenrock Road – Suite 100 Norfolk, VA 23502 Phone 757-461-7537 Fax: 757-461-6117

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, TUESDAY, WEDNESDAY, AND THURSDAY ONLY FROM 8:30AM - 4:00 PM

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

You must register with the Virginia Workforce Connection site at: <https://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 or Thursday of EVERY 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

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.



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