

JUNE 2024
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
3	4	5	6 Group Certification 1–2:30pm	7 CLOSED 12:00pm
10 Bridge757 Credit Building 1:00-2:00pm	11 Group Certification 9–10:30am Marketing Your Resume 9:30-11:00am	12 CENTER CLOSED 3:00pm Interview Techniques 9:30-11:00am	13 Job Search Strategies 1:00-2:30pm	14 CLOSED 12:00pm
17	18 Bridge757 Budgeting Basics 11:00-12:00pm	19 CENTER CLOSED 	20 Group Certification 1–2:30pm Using Social Media for Job Search 9:00-10:30am	21 CLOSED 12:00pm 
24 Marketing Your Resume 1:30-3:00pm	25 Group Certification 9–10:30am Job Search Strategies 9:30-11:00am	26	27 Interview Techniques 2:00-3:30pm	28 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. The Hampton Roads Workforce Council is an Equal Opportunity employer/program. Auxiliary aids and services available upon request to individuals with disabilities. VA Relay 7 1 1 or 800-828-1120. Language translation services are available upon request.

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OFFICE CLOSURES

JUNE 12 – OFFICE CLOSING AT 3pm
JUNE 19 – JUNETEENTH, OFFICE CLOSED
OFFICE CLOSING 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

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: 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

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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