





**JUNE 2022**  
**VIRGINIA CAREER WORKS - NORFOLK CENTER**  
**Workshops and Group Certification Schedule**

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

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2 <a href="#">Job Search Strategies</a> 1:00 -2:30	3
6	7 MS WORD 101 (In Person Only) 9:30 – 11:00	8 CENTER CLOSED 3:00 p.m.	9 Group Certification 1:00 - 2:30 <a href="#">Interview Techniques</a> 10:00 -11:30	10
13	14 Group Certification 9:00 - 10:30	15 <a href="#">Bridge 757 Budgeting Basics</a> 1:00 -2:00	16 <a href="#">Marketing Your Resume</a> 10:00 -11:30	17
20 CENTER CLOSED 	21 <a href="#">Interview Techniques</a> 10:00 -11:30 	22 <a href="#">Using social media for Job Search</a> 10:00 -11:30	23 Group Certification 1:00 - 2:30	24
27	28 Group Certification 9:00 - 10:30 <a href="#">Bridge 757 Credit Building</a> 10:00 -11:30	29 <a href="#">Marketing Your Resume</a> 1:00 -2:30	30	01 <b>JULY</b> NO CUSTOMER INTAKE 8:30 – 4:00 

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**OFFICE CLOSURE**

**JULY 01, 2022 NO CUSTOMER INTAKE FROM 8:30 -4:00**

**JUNE 08, 2022, CLOSED AT 3:00 P.M.**

**JUNE 20,2022 JUNETEENTH**



HAMPTON ROADS REGION

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

The Resource Room is open Monday - Friday. from 8:30am - 4:00 pm (note the days listed above for center closure)

We encourage viewing our orientation before your visit. Orientation is available online from any internet-based computer at:

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

LOOKING FOR ONE ON ONE JOB SEARCH ASSISTANCE OR TRAINING?

INTAKE FOR DONE MONDAYS, WEDNESDAYS, AND FRIDAYS ONLY FROM 8:30AM - 4:00 PM

You **must** register with the Virginia Workforce Connection site at: [www.vawc.virginia.gov](http://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 includes the Charting Your Course Presentation. Attendance is required for individuals interested in WIOA funding for training.**

**Space Is Limited!!! Entrance To Group Certification Is Based On Priority Of Service.**

**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. 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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**Job Search Strategies** - June 2, 2022, 1:00-2:30

[Job Search Strategies Tickets, Thu, Jun 2, 2022 at 1:00 PM | Eventbrite](#)

**Interview Techniques** - June 9, 2022, 10:00 – 11:30

[Interview Techniques Tickets, Thu, Jun 9, 2022 at 10:00 AM | Eventbrite](#)

**Bridge 757 Budgeting Basics** - June 15, 2022, 1:00 – 2:00

[Budgeting Basics Tickets, Wed, Jun 15, 2022 at 1:00 PM | Eventbrite](#)

**Marketing Your Resume** - June 16, 2022, 10:00 - 11:30

[Marketing Your Resume Tickets, Thu, Jun 16, 2022 at 10:00 AM | Eventbrite](#)

**Interview Techniques** - June 21, 2022, 10:00 – 11:30

[Interview Techniques Tickets, Tue, Jun 21, 2022 at 10:00 AM | Eventbrite](#)

**Using social media for Job Search** - June 22, 10:00 – 11:30

[Using Social Media for Job Search Tickets, Wed, Jun 22, 2022 at 10:00 AM | Eventbrite](#)

**Bridge 757 Credit Building** - June 28, 10:00 - 11:30

[Credit Building Tickets, Tue, Jun 28, 2022 at 10:00 AM | Eventbrite](#)

**Marketing Your Resume** - June 29, 2022, 1:00 - 2:30

[Marketing Your Resume Tickets, Wed, Jun 29, 2022 at 1:00 PM | Eventbrite](#)

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