

OCTOBER 2022
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  MS WORD 101 (In Person Only) 9:00 – 10:30	5 Job Search Strategies 1:00 - 2:30	6 Group Certification 1:00 - 2:30 Interview Techniques 9:00 - 10:30	7 Closed 12:00 p.m.
10 Center Closed  Columbus Day	11 Group Certification 9:00 - 10:30 Marketing Your Resume 9:00 - 10:30	12 Bridge 757 Budgeting Basics 10:00 - 11:00 VIRTUAL ONLY CLOSED AT 3:00 PM	13 Using social media for Job Search 1:30 - 3:00	14 Closed 12:00 p.m.
17	18 MS WORD 101 (In Person Only) 9:00 – 10:30	19 Interview Techniques 1:30 - 3:00	20 Group Certification 1:00 - 2:30	21  Closed 12:00 p.m.
24 Federal Employment Workshop 1:30 pm – 3:00 pm (In Person Only) Upstairs in HRVEC Suite 200	25 Group Certification 9:00 - 10:30 2022 Hampton Roads Fall Career Fair Norfolk Scope Register Here!	26 Bridge 757 Credit Building 1:00 - 2:00 VIRTUAL ONLY	27 Marketing Your Resume 1:30 - 3:00	28 Closed 12:00 p.m.
31 				

A proud partner of the  network

EQUAL OPPORTUNITY EMPLOYER/PROGRAM

Auxiliary aids and services are available upon request to individuals with disabilities. TDD: VA Relay Center: 711 or 800.828.1120 This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor.

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

The Center will be closed the following days:

October 10, 2022, Columbus Day
October 12, 2022, closing at 3:00

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

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/>

One on One INTAKE Is Monday - Thursday from 8:30 am - 4:00 pm

The Resource Room is still open Monday - Thursday, from 8:30 am - 4:30 pm for computer use and Fridays 8:30 am – 11:00 am for 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. **Group Certification is required for individuals interested in WIOA funding for training after they have done INTAKE.**

Space Is Limited!!! It is first come first serve! 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. Have a paper copy of your current resume to critique yourself as you follow along.

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.

A proud partner of the  network

EQUAL OPPORTUNITY EMPLOYER/PROGRAM

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

October 5th 1:00 pm-2:30 pm: Job Search Strategies

<https://www.eventbrite.com/e/job-search-strategies-tickets-427962526437>

October 6 from 9:00 am- 10:30 am: Interview Techniques

<https://www.eventbrite.com/e/interview-techniques-tickets-427997741767>

October 11 from 9:00 am-10:30 am: Marketing Your Resume

<https://www.eventbrite.com/e/marketing-your-resume-tickets-428002365597>

October 12 from: 10:00 am – 11:00 am Bridge 757 Budgeting Basics

<https://www.eventbrite.com/e/bridge-757-budgeting-basics-tickets-428005966367>

October 13 from 1:30 pm-3:00 pm Using social media for Job Search

<https://www.eventbrite.com/e/using-social-media-for-job-search-tickets-428012806827>

October 19 from 1:30 pm-3:00 pm: Interview Techniques

<https://www.eventbrite.com/e/interview-techniques-tickets-428021573047>

October 26 from 1pm-2pm: Bridge757 Credit Building

<https://www.eventbrite.com/e/credit-building-tickets-428042305057>

October 27 from 1:30 pm-3:00 pm: Marketing Your Resume

<https://www.eventbrite.com/e/marketing-your-resume-tickets-428046537717>

October 25 from 10:00 am – 3:00 pm 2022 Hampton Roads Fall Career Fair at NORFOLK SCOPE: You can Register at the link below

<https://www.eventbrite.com/e/424230674367>

A proud partner of the  **americanjobcenter** network

EQUAL OPPORTUNITY EMPLOYER/PROGRAM

Auxiliary aids and services are available upon request to individuals with disabilities. TDD: VA Relay Center: 711 or 800.828.1120 This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor.