






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

Monday	Tuesday	Wednesday	Thursday	Friday
1 	2 Group Certification 9–10:30am  World Autism Awareness Day	3	4 Job Search Strategies 10:00-11:30am	5 CLOSED 12:00pm
8 GED 9:00am-12:00pm	9 GED 9:00am-12:00pm Financial Awareness Month/Debt Management Workshop 10am-2pm	10 CENTER CLOSED 3:00pm Using Social Media for Job Search 9:00-10:30am	11 Group Certification 1–2:30pm Interview Techniques 2:00-3:30pm	12 CLOSED 12:00pm
15 GED 9:00am-12:00pm 	16 GED 9:00am-12:00pm Group Certification 9–10:30am Bridge757 Budgeting Basics 1:00-2:00pm	17 MS WORD 101 (In Person Only) 9:00-10:30am Job Search Strategies 1:00-2:30pm	18 Marketing Your Resume 10:00-11:30am	19 CLOSED 12:00pm
22 GED 9:00am-12:00pm 	23 GED 9:00am-12:00pm	24 Interview Techniques 9:30-11:00am	25 Group Certification 1–2:30pm Bridge757 Credit Building 11:00-12:00pm	26 CLOSED 12:00pm
29 GED 9:00am-12:00pm	30 Group Certification 9–10:30am GED 9:00am-12:00pm Marketing Your Resume 1:30-3:00pm			

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. 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.

A proud partner of the  network

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

OFFICE CLOSURES
MARCH 10 - OFFICE CLOSING AT 3pm
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.

Microsoft Word 101 – Participants learn to “launch” the program and navigate the MS Word windows. Presented by Region 20 South Eastern Adult and Continuing Education Partners.

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.

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.

A proud partner of the americanjobcenter®network

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

Job Search Strategies – April 4, 2024, 10:00-11:30am

<https://us02web.zoom.us/meeting/register/tZUpe-ppjosHdC1HcBFBSmDqpsge-ccGQOt>

Using Social Media for Job Search – April 10, 2024, 9:00-10:30am

<https://us02web.zoom.us/meeting/register/tZludO-tpzsvE9QDbng8fEE94vcWeR3Klze>

Interview Techniques – April 11, 2024, 2:00-3:30pm

<https://us02web.zoom.us/meeting/register/tZ0pcuqhqsjG9Ma2Ua9eL4zgAi1UvkXwFo2>

Bridge757 Budgeting Basics – April 16, 2024, 1:00-2:00pm

<https://us02web.zoom.us/meeting/register/tZYsd-iqqzMrHt3LFWuRARXndmDRtAlcq3th>

Job Search Strategies – April 17, 2024, 1:00-2:30pm

<https://us02web.zoom.us/meeting/register/tZMsfuuirDMqGdfE3zkTOurkYElvEtoVaZpR>

Marketing Your Resume – April 18, 2024, 10:00-11:30am

<https://us02web.zoom.us/meeting/register/tZMocOiupzkvHNc5tce7UoY1TQVkyJH3ySfm>

Interview Techniques – April 24, 2024, 9:30-11:00am

<https://us02web.zoom.us/meeting/register/tZEpf-GprjspHNBXq8rpwASGbEiPBCTpV62O>

Bridge757 Credit Building – April 25, 2024, 11:00-12:00pm

<https://us02web.zoom.us/meeting/register/tZETF-yvpzguHN0QSiGpniHSXkXZFozsGHd6>

Marketing Your Resume – April 30, 2024, 1:30-3:00pm

<https://us02web.zoom.us/meeting/register/tZUrduuqqD4jEtFckTE6aDmf9lqd7BiXJdC1>

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.
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.*

A proud partner of the  **americanjobcenter** network