





November 2022

Monday	Tuesday	Wednesday	Thursday	Friday
	<b>1</b> MS WORD 101 (In Person Only) 9:00 - 10:30am	<b>2</b> <a href="#">Using Social Media for Job Search</a> 1:30 - 3:00pm	<b>3</b> <a href="#">Interview Techniques</a> 9:00 - 10:30am Group Certification 1:00-2:30pm	<b>4</b> Closed 12:00pm
<b>7</b> Federal Employment Workshop 1:30 pm - 3:00pm (In Person Only) Upstairs in HRVEC Suite 200	<b>8</b> <b>Center Closed</b> 	<b>9</b> <a href="#">Bridge 757 Budgeting Basics</a> 10:00 - 11:00am Virtual Only CLOSED AT 3:00pm	<b>10</b> <a href="#">Marketing Your Resume</a> 1:30 - 3:00pm	<b>11</b> <b>Center Closed</b> 
<b>14</b>	<b>15</b> MS WORD 101 (In Person Only) 9:00 - 10:30am <a href="#">Job Search Strategies</a> 1:30 - 3:00pm	<b>16</b> <a href="#">Interview Techniques</a> 1:30 - 3:00pm	<b>17</b> Group Certification 1:00 - 2:30pm	<b>18</b> Closed 12:00pm
<b>21</b>	<b>22</b> Group Certification 9:00 - 10:30am	<b>23</b> CLOSED AT 12:00pm	<b>24</b> <b>Center Closed</b> <b>25</b> <b>Center Closed</b> 	
<b>28</b> 	<b>29</b> <a href="#">Marketing Your Resume</a> 9:00 - 10:30am	<b>30</b> <a href="#">Bridge 757 Credit Building</a> 1:00 - 2:00pm Virtual Only	<b>1</b>	<b>2</b>

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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.

## November 2022

**The Center will be closed the following days:**

November 8, 2022, Election Day    November 9, 2022, Close at 3:00pm    November 11, 2022, Veterans Day  
November 23, 2022, Close at 12:00pm    November 24 and 25, 2022 Thanksgiving Holiday

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](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 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. 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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**November 2022**

**November 2 from 1:30pm-3:00pm: Using Social Media for Job Search**

<https://www.eventbrite.com/e/using-social-media-for-job-search-tickets-449702591557>

**November 3 from 9:00am-10:30am: Interview Techniques**

<https://www.eventbrite.com/e/interview-techniques-tickets-449705700857>

**November 9 from: 10:00am-11:00am: Bridge 757 Budgeting Basics**

<https://www.eventbrite.com/e/bridge-757-budgeting-basics-tickets-449707456107>

**November 10 from 1:30pm-3:00pm: Marketing Your Resume**

<https://www.eventbrite.com/e/marketing-your-resume-tickets-449708599527>

**November 15 from 1:30pm-3:00pm: Job Search Strategies**

<https://www.eventbrite.com/e/job-search-strategies-tickets-449712471107>

**November 16 from 1:30pm-3:00 pm: Interview Techniques**

<https://www.eventbrite.com/e/interview-techniques-tickets-449717305567>

**November 29 from 9:00am-10:30am: Marketing Your Resume**

<https://www.eventbrite.com/e/marketing-your-resume-tickets-449718639557>

**November 30 from 1pm-2pm: Bridge757 Credit Building**

<https://www.eventbrite.com/e/bridge-757-credit-building-tickets-449721869217>

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