



2019



VIRGINIA CAREER WORKS NORFOLK CENTER

861 Glenrock Road, Suite 100 Norfolk, VA 23502

757-461-7537

www.vcwhamptonroads.org



Mon	Tue	Wed	Thu	Fri
		1  <i>Happy May Day</i>	2 Group Certification & Charting Your Course Presentation 1:00- 2:30 Interview Techniques 9:30 – 11:00	3 Virginia Wizard 1:30 – 3:00  May 5 th is Cinco De Mayo
6 Using Social Media for Job Search 1:30 – 3:00	7 Group Certification & Charting Your Course Presentation 9:00-10:30 National Teacher Day	8 CENTER CLOSES 3:00 Job Search Strategies 9:30 – 11:00	9 Group Certification & Charting Your Course Presentation 1:00- 2:30	10 Microsoft Word 101 9:30- 11:00 
13	14 Group Certification & Charting Your Course Presentation 9:00-10:30 Marketing Your Resume 1:30 – 3:00	15 	16 Group Certification & Charting Your Course Presentation 1:00- 2:30 Interview Techniques 1:30 – 3:00	17  Saturday May, 18 th is Armed Forces Day
20  How to Master Job Assessments 10:00 – 11:00	21 Group Certification & Charting Your Course Presentation 9:00-10:30	22 Using Social Media for Job Search 1:30 – 3:00	23 Group Certification & Charting Your Course Presentation 1:00- 2:30 Job Search Strategies 9:30 – 11:00	24 
27 CLOSED MEMORIAL DAY 	28 Group Certification & Charting Your Course Presentation 9:00-10:30 Marketing Your Resume 9:30 – 11:00	29	30 Group Certification & Charting Your Course Presentation 1:00- 2:30	31

The Center will be closed the following days:

May 8, 2019 @ 3:00

May 27, 2019



**With Honor & Gratitude
We Remember**



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

MAY

You can complete our orientation online! Orientation is available online from any internet-based computer at:

<http://www.vcwhamptonroads.org/vcw-orientation/>

Daily walk-in for online orientation and Intake is from **8:30am - 4:00 pm** in the Resource Center Monday - Friday.

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 each week. On Tuesday, Group Certification starts at 9:00 p.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.

Charting Your Course Presentation- Sponsored by VTC/ EOC & Virginia Career Works - Employability and career advancement are often the reasons for returning to school. Ensure you receive the maximum benefit by learning how to choose a program wisely and structuring a plan for success.

Use 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.

How to Master Job Assessments - To teach participants how to pass online personality tests given as part of many online job applications

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.

Microsoft Word 101 - Participants learn to "launch" the program and navigate the MS Word window. - Presented by Region 20 South Eastern Adult and Continuing Education Partners

Virginia Wizard - Skills training class to help you understand more about yourself and find out how to achieve your goals. - Presented by Region 20 South Eastern Adult and Continuing Education Partners

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