

# LWRC WORKSHOPS JANUARY 2022



Currently, workshops are offered via the **GoToMeeting** virtual platform and on-site at the Center. Pre-registration is required. When registering, be sure to take note of which type of workshop you will be attending. The workshop title will indicate "VIRTUAL" or "ON-SITE."

[www.loudoun.gov/wrcworkshops](http://www.loudoun.gov/wrcworkshops)

View full descriptions of our workshop content [here](#).  
Pre-registration is **REQUIRED**.



[Register for Workshops Here](#)

## Workshops Offered by Appointment

These workshops are offered virtually or on-site by appointment. Please contact our center at 703-777-0150 X1 for information and scheduling.

- ⇒ **Mock Interview**
- ⇒ **Panel Mock Interview**
- ⇒ **LinkedIn Profile Check Up**



If you require a reasonable accommodation for any type of disability in order to participate in Workforce Resource Center services, please contact the Center at 703-777-0150. Three business days advance notice is requested.

## **SPECIAL! January Interview Week:** A CONCENTRATION OF INTERVIEW RELATED WORKSHOPS

<b>30 Second Commercial - So Tell Me About Yourself (V)</b>	
Thurs, Jan 20	1:30 - 3:00
<b>Interviewing Styles (OS)</b>	
Tues, Jan 18	10:00 - 12:30
<b>SCARQ - Discover Your Competencies (OS)</b>	
Tues, Jan 18	2:00 - 4:00
<b>Interviewing to Get Hired (V)</b> (Must attend both sessions)	
Thurs, Jan 20 - Part 1	9:00 - 11:30
Fri, Jan 21 - Part 2	9:00 - 11:30
<b>NEW! 10 Top Reasons You Didn't Get Hired (V)</b>	
Fri, Jan 21	2:00 - 3:30

## **ON-SITE WORKSHOPS AT CENTER** *On-site workshops held in-person at the Center*

### Job Search Skills

<b>Older Workers &amp; Smart Job Search Strategies</b>	
Tues, Jan 11	10:00 - 12:30

### Workplace Skills

<b>What's the Problem - Problem Solving Skills</b>	
Wed, Jan 12	9:30 - 11:30

### Resume Development

<b>Resume Writing 101 Lab</b>	
Wed, Jan 19	9:00 - 12:00

### Computer Skills

<b>MS Excel - Level 1</b>	
Mon, Jan 10	9:00 - 4:00
Tues, Jan 25	9:00 - 4:00
<b>MS PowerPoint - The Basics</b>	
Mon, Jan 24	9:00 - 4:00
<b>MS Word - The Basics</b>	
Thurs, Jan 13	9:00 - 4:00

## **VIRTUAL WORKSHOPS**

*Having both camera and microphone capabilities on your device will enhance your virtual workshop experience.*

### Interviewing Skills

<b>Your Transferable Skills</b>	
Tues, Jan 11	2:00 - 4:00

### Resume Development

<b>Resumes &amp; Cover Letters—Make Yours Stand Out</b>	
Fri, Jan 7	10:00 - 12:00

### Networking Skills

<b>Networking Fundamentals</b>	
Fri, Jan 7	2:00 - 3:00

### Workplace Skills

<b>First Impressions - Bring Your "A" Game</b>	
Thurs, Jan 13	10:00 - 11:00