

LWRC WORKSHOPS JANUARY 2021

Currently, virtual workshops are offered via the **GoToMeeting** platform, except where noted. Having both camera and microphone capabilities on your device will enhance your workshop experience. Workshops are not conducted in-person.

View full descriptions of our workshop content [here](#).

Pre-registration is **REQUIRED**.

WRC Staff can be reached by phone or email
Monday through Friday
8:30 am to 5:00 pm
(703) 777-0150



[Register for
Workshops
Here](#)



SPECIAL PRESENTATION!

Ask an HR Pro: Resumes & Recruitment

Tues, Jan 19 3:00 - 4:30

Join us for a moderated, lively discussion with experienced Human Resources professionals. Get their insight as they share their experiences on what they look for on resumes, how they evaluate the ideal job candidate and the interview and hiring process. Also hear from them their views on what makes a new hire successful in their first 6 - 12 months of employment. [Register here](#)



Computer Skills

Must attend both sessions of the workshop

MS Word - The Basics

Wed, Jan 13 9:00 - 12:00 &
Thurs, Jan 14 9:00 - 12:00

MS Excel - The Basics

Wed, Jan 13 1:00 - 4:00 &
Thurs, Jan 14 1:00 - 4:00

MS Excel - Advanced

Wed, Jan 20 9:00 - 12:00 &
Thurs, Jan 21 9:00 - 12:00

MS PowerPoint - The Basics

Wed, Jan 20 1:00 - 4:00 &
Thurs, Jan 21 1:00 - 4:00

Interviewing Skills

Mock Interview - By Appointment

Tues, Jan 12 9:00 - 3:45

NEW! Interviewing to Get Hired

Must attend both sessions of the workshop

Wed, Jan 27 9:00 - 11:30 &
Thurs, Jan 28 9:00 - 11:30

Job Search

NEW! Resumes & Cover Letters -

Make Yours Stand Out

Tues, Jan 5 1:00 - 3:00

NEW! How to Avoid Job Scams

Wed, Jan 6 2:00 - 3:00

Resume Writing

Resume Writing 101

Mon, Jan 11 10:00 - 11:00

Professional Resume Writing

Fri, Jan 15 9:00 - 1:00

Social Media

Navigating LinkedIn for New Users

Wed, Jan 6 10:00 - 11:00

LinkedIn Profile Check Up - By Appointment

Tues, Jan 26 9:00 - 1:00

Networking

NEW! The Art of Networking

Must attend both days of the workshop

Thurs, Jan 7 9:30 - 11:00 &
Fri, Jan 8 9:30 - 11:00