

LWRC WORKSHOPS MAY 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.



[Register for Workshops Here](#)

WRC Staff can be reached by phone or email

Monday through Friday

8:30 am to 5:00 pm

(703) 777-0150

wrc@loudoun.gov



Special Events!

Employment Background Challenges:

Learn How & When to Disclose

Wed, May 19 11:00 - 12:00

Presented by Opportunities, Alternatives & Resources

Do you struggle with the questions of IF or WHEN or HOW to talk with a potential employer about what may appear in your employment background check? This session will review tips on how and when to talk with employers about life challenges that might be a barrier to getting hired. At the end of the workshop, you will receive information on obtaining individualized assistance in developing and using a disclosure statement during the interview/hiring process.

Coping with a Money Crunch

Thurs, May 20 1:30 - 3:30

Presented by Virginia Cooperative Extension & Virginia Career Works

Struggling with financial hardships due to the pandemic! Receive information about relief option. Click [here](#) to register.

Computer Skills

Must Attend Both Sessions of the Workshop

MS Word - The Basics

Mon, May 24 9:00 - 12:00 &
Tues, May 25 9:00 - 12:00

MS Excel - The Basics

Mon, May 3 9:00 - 12:00 &
Tues, May 4 9:00 - 12:00
Wed, May 12 9:00 - 12:00 &
Thurs, May 13 9:00 - 12:00

MS Excel—Advanced

Mon, May 24 1:00 - 4:00
Tues, May 25 1:00 - 4:00

MS PowerPoint - The Basics

Mon, May 3 1:00 - 4:00 &
Tues, May 4 1:00 - 4:00

Interviewing Skills

Mock Interview - By Appointment

Tues, May 11 9:30 - 3:15
Wed, May 26 9:00 - 12:30

Interviewing to Get Hired

Must Attend Both Sessions of the Workshop

Wed, May 5 9:00 - 11:30 &
Thurs, May 6 9:00 - 11:30

Job Search

Controlling My Time

Thurs, May 13 2:00 - 3:00

Find a Career...Change a Career...My Next Move

Wed, May 26 2:00 - 3:00

Older Workers & Smart Job Search Strategies

Thurs, May 27 10:00 - 11:30

Resume Development

Resumes & Cover Letters - Make Yours Stand Out

Wed, May 19 9:00 - 10:30

Professional Resume Writing

Thurs, May 20 9:00 - 1:00

Social Media

Social Media & Job Search

Fri, May 14 10:00 - 11:00

Networking

Networking for Introverts

Mon, May 17 2:00 - 3:00

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.