

LWRC WORKSHOPS OCTOBER 2021



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

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



[Register for Workshops Here](#)



**NEW LOCATION:
705 E. Market Street
Suite E
in Leesburg**

Check [website](#) for up-to-date news on our move.

The LWRC is open Mon, Tues, Thurs, Fri from 9am to 4:30pm and Wed from 9am to 12noon.

Contact us at 703-777-0150
or wrc@loudoun.gov

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.

ON-SITE WORKSHOPS AT CENTER *On-site workshops are held in-person.*

Interviewing Skills

Mock Interview - Offered by Appointment

Please contact our center at 703-777-0150 X1 for information and scheduling.

Computer Skills

MS Excel - Level 1

Mon, Oct 18 9:00 - 4:00

MS Word - The Basics

Thurs, Oct 21 9:00 - 4:00

MS Excel - Level 2

Mon, Oct 25 9:00 - 4:00

MS PowerPoint - The Basics

Tues, Oct 26 9:00 - 4:00

Job Search

Older Workers & Smart Job Search Strategies

Wed, Oct 27 9:30 - 12:00

VIRTUAL WORKSHOPS

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

Resume Development

Resumes & Cover Letters - Make Yours Stand Out

Fri, Oct 22 2:00 - 3:30

Professional Resume Writing

Please contact our center at 703-777-0150 X1 for additional information and the referral criteria.

Interviewing Skills

Mock Interview - Offered by Appointment

Please contact our center at 703-777-0150 X1 for information and scheduling.

Interviewing to Get Hired (Must attend both days)

Part 1 Thurs, Oct 28 9:00 - 11:30

Part 2 Fri, Oct 29 9:00 - 11:30

Your Transferable Skills

Thurs, Oct 21 10:00 - 11:30

Job Search

The Competitive Edge - Attending Virtual Job Fairs

Wed, Oct 20 10:00 - 11:00

Social Media

LinkedIn for New Users

Fri, Oct 22 10:00 - 11:00

LinkedIn Profile Check Up

Please contact our center at 703-777-0150 X1 for information and scheduling.