





April 2019				
Monday	Tuesday	Wednesday	Thursday	Friday
<p>1 VITA: Free Tax Prep 12:00pm – 4:00pm</p>	<p>2 MV TRANSPORTATION HIRING EVENT 10:00am – 12:00pm</p>	<p>3 EXPRESS PROFESSIONALS- STAFFORD HIRING EVENT 12:30pm – 3:30pm</p> <hr/> <p>LEP Workshop: Open Lab & Resume Writing 1:00pm – 3:00pm</p>	<p>4 MANPOWER HIRING EVENT 10:00am – 2:00pm</p>	<p>5 PRINCE WILLIAM - MANASSAS REGIONAL ADULT DETENTION CENTER HIRING EVENT 9:00am – 4:00pm</p>
<p>8 VITA: Free Tax Prep 12:00pm – 4:00pm</p>	<p>9 DIAMOND TRANSPORTATION HIRING EVENT 10:00am – 12:00pm</p>	<p>10 TEMPORARY SOLUTIONS HIRING EVENT 10:00am – 1:00pm</p> <hr/> <p>Workshop "A": Resume & Interviewing 11:00am – 1:00pm</p> <hr/> <p>Financial Workshop: SMALL BUSINESS 101 1:00pm – 3:00pm</p>	<p>11 PEOPLE READY HIRING EVENT 10:00am – 12:00pm</p>	<p>12 FEC: Coffee & Conversation 8:30am – 10:30am</p> <hr/> <p>Federal Hiring Process Workshop 10:00am – 3:00pm</p>
<p>15 TAX DEADLINE DAY! VITA: Free Tax Prep 12:00pm – 4:00pm</p>	<p>16 MV TRANSPORTATION HIRING EVENT 10:00am – 12:00pm</p> <hr/> <p>WIOA Youth Information Session 1:00pm – 3:00pm</p>	<p>17 AUTOMATED PERSONNEL SERVICES HIRING EVENT 10:00am – 12:00pm</p> <hr/> <p>Workshop "B" Online Job Search 11:00am – 1:00pm</p>	<p>18 MANPOWER HIRING EVENT 10:00am – 2:00pm</p> <hr/> <p>Financial Workshop: MONEY SAVING STRATEGIES 1:00pm – 3:00pm</p>	<p>19 Resume Writing Workshop (Sponsored by Saved Hands Foundation) 10:00am – 12:30pm</p>
<p>22</p> 	<p>23 DIAMOND TRANSPORTATION HIRING EVENT 10:00am – 12:00pm</p> <hr/> <p>Basic Computer & Internet Workshop 12:30pm – 3:00pm</p>	<p>24 Workshop "A": Resume & Interviewing 11:00am – 1:00pm</p>	<p>25 PEOPLE READY HIRING EVENT 10:00am – 12:00pm</p> <hr/> <p>Basic Microsoft Excel Workshop 12:30pm – 3:00pm</p>	<p>26 ECMC College Planning Workshop 1:30pm – 2:30pm</p>
<p>29 Using LinkedIn for Your Job Search Workshop 10:00am – 12:30pm</p>	<p>30 MV TRANSPORTATION HIRING EVENT 10:00am – 12:00pm</p> <hr/> <p>Intermediate Microsoft Excel Workshop 12:30pm – 3:00pm</p>	<p></p> <p>If you require supportive services for any type of disability to participate in the Prince William Workforce Center services, auxiliary aids are available upon request to individuals with disabilities.</p>	<p></p>	<p> The Virginia Employment Commission (VEC) is an equal opportunity employer/program. EMPLOYERS: Please register with the VIRGINIA WORKFORCE CONNECTION (www.vawc.virginia.gov) to setup a HIRING EVENT at the Virginia Career Works - Prince William Center</p>

✦ Job Corps Orientation: *Every Tuesday* | 10:00am – 12:00pm
 ✦ DARS Job Club - Job Readiness Workshop: *Every Wednesday, EXCEPT 3/20/19* | 9:30am – 11:00am
 Prince William Adult Education: *GED* – Mon.-Thurs.; 9:00am – Noon | *ESOL* – Tues.- Thurs.; 9am - Noon



Workshop Descriptions

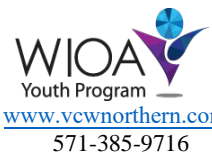
PARTNERS



Rebecca Bennett
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Prince William Center
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WIOA - Adult
www.vcwnorthern.com



WIOA Youth Program
www.vcwnorthern.com
571-385-9716



703-897-0407



Tiffany Jenkins
703-335-2854



Financial Empowerment Center
at Prince William County
703-565-0071



703-586-6544



National Council on Aging
571-335-4027



703-791-7357



Lauren Parker
703-752-1606



www.Stratford.edu



703-474-8276

*To register for workshops, email angela.harris@vcwnorthern.com	
*Basic Computer & Internet	Learn the benefits of using a computer. Topics covered include internet basics and computer exploration.
*Microsoft Excel	Register for these workshops to learn the basics and intermediate skills of Microsoft Excel.
*Federal Hiring Process	Looking for a federal job? Learn about the information needed to find and apply for federal positions from a Certified Federal Services Ambassador and Department of Homeland Security Recruitment Coordinator.
Job Club	OPEN TO EVERYONE! DARS facilitates weekly discussions on various topics such as, how to complete a job application; how to conduct your job search; interview techniques; resume/cover letter creation; and, elevator speeches.
Job Corps Orientation	This orientation is to provide young people ages 16 through 24 information about how to obtain career technical training and education through the program.
LEP Job Readiness Workshops	Limited English Proficiencies (LEP) Job Readiness Workshops offer free resources, coaching, and provide information and skills to obtain employment. <i>Topics change weekly.</i> Schedule and Registration forms are available at the front desk. (Last Class April 3, 2019)
*Using LinkedIn for Your Job Search	Learn how one of the most popular social media sites, LinkedIn, can help job seekers get positive results from their job search.
*Resume Writing	This workshop is being facilitated by the <i>Saved Hands Foundation</i> ; learn the fundamentals of effective resume writing techniques.
*Workshop "A": Resume & Interviewing	Learn new strategies for presenting your skills, experience and education through effective resume writing, and interviewing techniques to make your job search more effective.
*Workshop "B": Online Job Search	This workshop will demonstrate how to best utilize the online job search resources. Learn how to get the most out of the Virginia Workforce Connection (VAWC) and other services available within this tool. This is an interactive class – Must be registered in the VAWC (www.vawc.virginia.gov) prior to the workshop; Bring your user ID and password.
Information Sessions	
NEW - Financial Empowerment Center Information Sessions	Sessions offer an introduction to the latest service offering at the Center. The Financial Empowerment Center (FEC) provides services to help individuals and families in Prince William County advance on a path toward financial stability. Services include financial coaching, small business coaching, financial workshops, and free tax preparation. Each month there will be specific workshops held for various topics. (Refer to calendar for details.)
NEW – Stratford University Information Sessions	The sessions are designed to provide an overview of the various programs available through Stratford University.
WIOA Youth Information Sessions	Are you between the ages of 17 and 24? Come learn about the Workforce Innovation and Opportunity Act (WIOA) Youth Program and see if you are eligible for free career and educational assistance. Sign up at www.vcwnorthern.com (Click on "Young Adults")



PRINCE WILLIAM CENTER

A proud partner of the AmericanJobCenter network

13370 Minnieville Road | Woodbridge, VA 22192
Main # (703)586-6800 | Fax# (703)565-0095

www.vcwnorthern.com

Workshops are offered at NO COST; however, *pre-registration is required* by completing this form. Please complete information below and return to one of our Center staff members.

Workshop Registration Form

April 2019

Name: _____
First
Last

Email: _____ Phone: _____

Do you need any special accommodations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Are you a military veteran?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Please mark an "X" in the box beside the workshop(s) you plan to attend below.

☐	Job Corps Orientation	Every Tuesday 10:00am – 12:00pm
☐	Job Club (conducted by DARS)	Every Wednesday 9:30am – 11:00am
☐	LEP Workshop: Open Lab & Resume Writing	Wednesday, April 3, 2019 1:00pm – 3:00pm
☐	NEW - Financial Empowerment Center (FEC): Small Business 101	Wednesday, April 10, 2019 1:00pm– 3:00pm
☐	Workshop “A”: Resume & Interviewing	Wednesday, April 10, 2019 11:00am– 1:00pm
☐	NEW - Financial Empowerment Center (FEC): Coffee & Conversation	Friday, April 12, 2019 8:30am – 10:30am
☐	Federal Hiring Process Workshop	Monday, April 12, 2019 10:00am – 3:00pm
☐	WIOA Youth Information Session	Tuesday, April 16, 2019 1:00pm - 3:00pm
☐	Workshop “B”: Online Job Search	Wednesday, April 17, 2019 11:00am – 1:00pm
☐	NEW - Financial Workshop: Money Saving Strategies	Thursday, April 18, 2019 1:00pm– 3:00pm
☐	Resume Writing Workshop (Sponsored by Saved Hands Foundation)	Friday, April 19, 2019 10:00am – 12:30pm
☐	Basic Computer & Internet Workshop	Tuesday, April 23, 2019 12:30pm – 3:00pm
☐	Workshop “A”: Resume & Interviewing	Wednesday, April 24, 2019 11:00am– 1:00pm
☐	Basic Microsoft Excel	Thursday, April 25, 2019 12:30pm - 3:00pm
☐	ECMC College Planning Workshop	Friday, April 26, 2019 1:30pm – 2:30pm
☐	Using LinkedIn for Your Job Search Workshop	Monday, April 29, 2019 10:00am – 12:30pm
☐	Intermediate Microsoft Excel	Tuesday, April 30, 2019 12:30pm - 3:00pm