

March 2019

Monday	Tuesday	Wednesday	Thursday	Friday
	 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.	 Happy St. Patrick's Day! MARCH 17 th	 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	1 
4 VITA: Free Tax Prep 12:00pm – 4:00pm	5 DIAMOND TRANSPORTATION HIRING EVENT 10:00am – 12:00pm <hr/> Intermediate Microsoft PowerPoint 12:30pm – 3:00pm	6 Workshop “A”: Resume & Interviewing 11:00am – 1:00pm <hr/> LEP Workshop: Hard & Soft Skills 1:00pm – 3:00pm	7 PEOPLE READY HIRING EVENT 10:00am – 12:00pm <hr/> AUTOMATED PERSONNEL SERVICES HIRING EVENT 12:00pm – 3:00pm <hr/> LEP Workshop: Networking Strategies for Employment 1:00pm – 3:00pm	8 FEC: Coffee & Conversation 8:30am – 10:30am
11 VITA: Free Tax Prep 12:00pm – 4:00pm	12 MV TRANSPORTATION HIRING EVENT 10:00am – 12:00pm <hr/> WIOA Youth Information Session 1:00pm – 3:00pm <hr/> Financial Workshop: Understanding your Credit Scores & Reports (Spanish) 1:00pm – 3:00pm	13 FIRST TRANSIT HIRING EVENT 10:00am – 12:00pm <hr/> Workshop “B” Online Job Search 11:00am – 1:00pm <hr/> Financial Workshop: Getting Ready for Taxes 1:00pm – 3:00pm	14 DOMINION WAIVER SERVICES HIRING EVENT 10:00am – 12:00pm <hr/> PEOPLE READY HIRING EVENT 1:00pm – 3:00pm	15 Resume Writing Workshop (Sponsored by Saved Hands Foundation) 10:00am – 12:30pm
18 VITA: Free Tax Prep 12:00pm – 4:00pm	19 Basic Microsoft Excel 12:30pm – 3:00pm 	20 LEP Workshop: Resume Writing 12:00pm – 1:30pm 	21 GED Class Ends	22 GED Registration 11:00am – 1:00pm
25 Federal Hiring Process Workshop 10:00am – 3:00pm <hr/> VITA: Free Tax Prep 12:00pm – 4:00pm <hr/> New Session: GED Class Begins	26 MV TRANSPORTATION HIRING EVENT 10:00am – 12:00pm <hr/> Intermediate Microsoft Excel 12:30pm – 3:00pm <hr/> Virginia Financial Success Network (VFSN) "Build a Better Budget" Workshop 12:00pm – 1:00pm	27 PWC PUBLIC SCHOOLS TRANSPORTATION HIRING EVENT 10:00am – 12:00pm <hr/> Workshop “A”: Resume & Interviewing 11:00am – 1:00pm <hr/> LEP Workshop: Interviewing Skills 1:00pm – 3:00pm	28 PEOPLE READY HIRING EVENT 10:00am – 12:00pm <hr/> The Fundamentals of Microsoft Excel Workshop 1:00pm – 3:00pm	29 IT & STEM Multi-Employer CAREER FAIR 10:00am – 1:00pm

✦ 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
Center Manager,
Virginia Career Works –
Prince William Center
703-586-6542



WIOA - Adult
www.myskillsource.org



WIOA Youth Program
www.myskillsource.org
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.world



703-474-8276

*To register for workshops, email angela.harris@myskillsource.org	
*Microsoft Excel & PowerPoint	Register for these workshops to learn the basics of Microsoft Excel and intermediate skills and tips of Microsoft Excel and PowerPoint.
*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.
*Resume Writing	This workshop is being facilitated by the <i>Saved Hands Foundation</i> ; learn the fundamentals of effective resume writing techniques.
The Fundamentals of Microsoft Excel	Refresh your knowledge in Microsoft Excel!
*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.
VFSN Workshops	Virginia Financial Success Network (VFSN) will share tips to improve your financial situation. To register, email Tisha.Chase@myskillsource.org
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.myskillsource.org (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.myskillsource.org

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

March 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.

X	Job Corps Orientation	Every Tuesday 10:00am – 12:00pm
X	LEP Workshops <i>(See Flyer for Weekly Topics)</i>	Every Tuesday 1:00pm – 3:00pm
X	Job Club <i>(conducted by DARS)</i>	Every Wednesday 9:30am – 11:00am
X	Intermediate Microsoft PowerPoint	Tuesday, March 5, 2019 12:30pm - 3:00pm
X	Workshop "A": Resume & Interviewing	Wednesday, March 6, 2019 11:00am– 1:00pm
X	NEW - Financial Empowerment Center (FEC): Coffee & Conversation	Friday, March 8, 2019 8:30am – 10:30am
X	NEW - Financial Workshop: Understanding your Credit Scores & Reports (SPANISH)	Tuesday, March 12, 2019 1:00pm– 3:00pm
X	WIOA Youth Information Session	Tuesday, March 12, 2019 1:00pm - 3:00pm
X	Workshop "B": Online Job Search	Wednesday, March 13, 2019 11:00am – 1:00pm
X	NEW - Financial Workshop: Getting Ready for Taxes	Wednesday, March 13, 2019 1:00pm– 3:00pm
X	Resume Writing Workshop <i>(Sponsored by Saved Hands Foundation)</i>	Friday, March 15, 2019 10:00am – 12:30pm
X	Basic Microsoft Excel	Tuesday, March 19, 2019 12:30pm – 3:00pm
X	Federal Hiring Process Workshop	Monday, March 25, 2019 11:00am – 1:00pm
X	Intermediate Microsoft Excel	Tuesday, March 26, 2019 12:30pm - 3:00pm
X	Virginia Financial Success Network (VFSN): Building a Better Budget Workshop	Tuesday, March 26, 2019 12:00pm – 1:00pm
X	Workshop "A": Resume & Interviewing	Wednesday, March 27, 2019 11:00am– 1:00pm
X	The Fundamentals of Microsoft Excel	Thursday, March 28, 2019 1:00pm– 3:00pm