

WIOA Title I-financially assisted program is an "equal opportunity employer/program," and that auxiliary aids and services are available upon request to individuals with disabilities.

# March 2020

Monday	Tuesday	Wednesday	Thursday	Friday
<p>2</p> <p><b>**VITA INCOME TAX PREPARATION (NO COST to Qualified Individuals) 12:00pm – 4:00pm</b></p>	<p>3</p>	<p>4</p> <p>Digital Literacy Series: Basic MS PowerPoint 1:00pm – 3:00pm</p> <hr/> <p>FEC: Getting Ready for Taxes 1:00pm – 3:00pm</p>	<p>5</p> <p>CENSUS BUREAU RECRUITMENT EVENT 10:00am – 1:00pm</p> <hr/> <p>PEOPLE READY HIRING EVENT 10:00am – 12:00pm</p> <hr/> <p>VA Loans Workshop for Veterans (Facilitated by HomeBridge Financial Services) 1:00pm – 3:00pm</p>	<p>6</p>
<p>9</p> <p>Resume Writing (Facilitating Saved Hands Foundation) 10:00am – 12:30pm</p> <hr/> <p><b>**VITA INCOME TAX PREPARATION (NO COST to Qualified Individuals) 12:00pm – 4:00pm</b></p>	<p>10</p> <p>DIAMOND TRANSPORATION HIRING EVENT 10:00am – 2:00pm</p> <hr/> <p>WIOA Youth Information Session 1:00pm – 3:00pm</p> <hr/> <p>LEP: Important Networking Strategies for Employment 1:00pm – 3:00pm</p> <hr/> <p>PRINCE WILLIAM HOME IMPROVEMENT HIRING EVENT 2:00pm – 3:30pm ◆3-Day Event: 3/10, 3/11,3/12◆</p>	<p>11◆</p> <p>SCSEP Walk-In Interviews 10:30am – 2:30pm</p> <hr/> <p>ARVEN MOVING &amp; STORAGE HIRING EVENT 10:00am – 2:00pm</p> <hr/> <p>Workshop "A": Resume &amp; Interviewing 11:00am – 1:00pm</p> <hr/> <p>Digital Literacy Series: Intermediate MS PowerPoint 1:00pm – 3:00pm</p> <hr/> <p>FEC: Renting Basics 1:00pm – 3:00pm</p>	<p>12◆</p> <p>Federal Hiring Process 10:00am – 2:00pm</p> <hr/> <p>FLAGGER FORCE HIRING EVENT 10:00am – 1:00pm</p> <hr/> <p>WIOA Eligibility Determination Meetings (By Appointment Only) 9:00am – 12:00pm</p>	<p>13</p> <p>Coffee &amp; Conversation 8:30am – 10:00am</p>
<p>16</p> <p>CENSUS BUREAU RECRUITMENT EVENT 10:00am – 1:00pm</p> <hr/> <p><b>**VITA INCOME TAX PREPARATION (NO COST to Qualified Individuals) 12:00pm – 4:00pm</b></p>	<p>17</p> <p>INTERSTATE MOVERS HIRING EVENT 10:00am – 1:00pm</p> <hr/> <p>LEP: Resume Writing 1:00pm – 3:00pm</p> 	<p>18</p> <p>Digital Literacy Series: Basic Microsoft Excel 1:00pm – 3:00pm</p> <hr/> <p>FEC: Student Loan Options 1:00pm – 3:00pm</p>	<p>19</p> <p>[GED CLASSES END]</p> <p>PEOPLE READY HIRING EVENT 10:00am – 12:00pm</p> <hr/> <p>WIOA Eligibility Determination Meetings (By Appointment Only) 9T9:00am – 12:00pm</p>	<p>20</p>
<p>23</p> <p><b>**VITA INCOME TAX PREPARATION (NO COST to Qualified Individuals) 12:00pm – 4:00pm</b></p>	<p>24</p> <p>DIAMOND TRANSPORATION HIRING EVENT 10:00am – 2:00pm</p> <hr/> <p>LEP: Interviewing Skills 1:00pm – 3:00pm</p>	<p>25</p> <p>Workshop "B": Online Job Search 11:00am – 1:00pm</p> <hr/> <p>Digital Literacy Series: Intermediate Microsoft Excel 1:00pm – 3:00pm</p> <hr/> <p>FEC: Smart Money Management 1:00pm – 3:00pm</p>	<p>26</p> <p>CENSUS BUREAU RECRUITMENT EVENT 10:00am – 1:00pm</p> <hr/> <p>WIOA Eligibility Determination Meetings (By Appointment Only) 9:00am – 12:00pm</p>	<p>27</p>
<p>30</p> <p>CENSUS BUREAU RECRUITMENT EVENT 10:00am – 1:00pm</p> <hr/> <p><b>**VITA INCOME TAX PREPARATION (NO COST to Qualified Individuals) 12:00pm – 4:00pm</b></p>	<p>31</p> <p>LEP: Open Lab with Support 1:00pm – 3:00pm</p>	 <p>The Virginia Employment Commission (VEC) is an equal opportunity employer/program.</p> <p>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>	 <p><b>Adult Education Classes 9am – Noon (Weekly)</b></p> <p><b>GED: Monday – Thursday</b></p> <p><b>ESOL: Tuesday – Thursday</b></p>	 <p>If you require supportive services for any type of disability to participate in the Virginia Career Works- Prince William Center services, auxiliary aids are available upon request to individuals with disabilities.</p>

**\*\*VITA INCOME TAX PREPARATION (NO COST to Qualified Individuals) – Saturdays 10:00am – 1:00pm**

# Workshop Descriptions

## PARTNERS



Rebecca Bennett  
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– Prince William  
Center  
703-586-6542



WIOA - Adult  
www.vcwnorthern.com



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



www.melwood.org



703-791-7357



vcwnorthern.com/scsep



703-827-3782



www.dss.virginia.gov

**\*To register for workshops, email [angela.harris@vcwnorthern.com](mailto:angela.harris@vcwnorthern.com)**

### Computer Workshops

Digital Literacy Workshops are being held every Wednesday from March 29 through April 1, 2020. These workshops include computer basics, Microsoft Word, Excel and PowerPoint from beginner to advanced. **Registration Period was January 2<sup>nd</sup> through January 24<sup>th</sup>. THERE ARE STILL SOME SEATS AVAILABLE.**

Personal laptops equipped with the latest Microsoft Office Suite are welcome, but not required. Please indicate if you plan to bring your laptop when registering for the workshops.

**SPACE IS LIMITED! To register, email [Gortvace@pwcs.edu](mailto:Gortvace@pwcs.edu)**

### \*Federal Hiring Process

Looking for a federal job? Learn about the information needed to find and apply for federal positions from a Retired Certified Federal Services Ambassador and Department of Homeland Security Recruitment Coordinator.

### LEP Workshops

#### OPEN TO EVERYONE!

Limited English Proficiency (LEP) Job Readiness **Workshops held every Tuesday from March 28 – April 2, 2020. Pick up a flyer in the Resource Room for details.**

**NOTE: Workshop scheduled for Tuesday, March 3, 2020 Canceled.**

### \*Resume Writing

This workshop is being facilitated by the Saved hands Foundation; 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](http://www.vawc.virginia.gov)) prior to the workshop; Bring your user ID and password.**

## Information Sessions & Special Workshops

### SCSEP Walk-In Interviews

**Are you age 55 or older, unemployed, and looking for work?** SCSEP, formally known as National Council On Aging (NCOA), will be sharing information and accepting applications for the SCSEP program.

### \* Financial Empowerment Center (FEC) Workshops

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.)**

**TO REGISTER, see a member of our staff or online at <https://vcwnorthern.com/prince-william-center/>**

### VA Loans Workshop

A great opportunity to learn about VA Loans and the process to home ownership for Veterans. **Homebridge Financial Services** will be conducting this workshop exclusively for current and former members of the Armed Forces, as well as, eligible surviving spouses and other eligible beneficiaries.

### 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](http://www.vcwnorthern.com) (Click on “Young Adults”)**

**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 2020

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
First
Last

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Do you need any special accommodations?  Yes  No

Are you a military veteran?  Yes  No

*Please mark an "X" in the box beside the workshop(s) you plan to attend below.*

<b>Digital Literacy: Computer Workshops</b> ( <i>refer to Calendar for details – see reverse side for Registration information</i> )	<b>Every Wednesday</b> 1:00pm – 3:00pm
Have a laptop with MS Office Suite? <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>LEP Workshops</b> ( <i>see Calendar for weekly topics</i> )	<b>Every Tuesday</b> 1:00pm – 3:00pm
<b>Federal Hiring Process Workshop</b>	<b>Thursday, March 12, 2020</b> 10:00am – 2:00pm
<b>Resume Writing</b> ( <i>facilitated by Saved Hands Foundation</i> )	<b>Monday, March 9, 2020</b> 10:00am – 12:30pm
<b>VA Loans Workshop</b> ( <i>facilitated by Homebridge Financial Services</i> )	<b>Thursday, March 5, 2020</b> 10:30am – 11:30am
<b>Financial Empowerment Center (FEC): Getting Ready for Taxes</b>	<b>Wednesday, March 4, 2020</b> 1:00pm– 3:00pm
<b>Financial Empowerment Center (FEC): Coffee &amp; Conversation</b>	<b>Friday, March 13, 2020</b> 8:30am – 10:00am
<b>Financial Empowerment Center (FEC): Renting Basics</b>	<b>Wednesday, March 11, 2020</b> 1:00pm– 3:00pm
<b>Financial Empowerment Center (FEC): Student Loan Options</b>	<b>Wednesday, March 18, 2020</b> 1:00pm– 3:00pm
<b>Financial Empowerment Center (FEC): Smart Money Management</b>	<b>Wednesday, March 25, 2020</b> 1:00pm– 3:00pm
<b>WIOA Youth Information Session</b>	<b>Tuesday, March 10, 2020</b> 1:00pm - 3:00pm
<b>Workshop “A”: Resume &amp; Interviewing</b>	<b>Wednesday, March 11, 2020</b> 11:00am– 1:00pm
<b>Workshop “B”: Online Job Search</b>	<b>Wednesday, March 25, 2020</b> 11:00am– 1:00pm