




May 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 |  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 | 2 | 3  |
| 6  | 7 ESOL CLASSES BEGIN  | 8 OM GROUP HIRING EVENT 10:00am – 1:00pm <hr/> Workshop "B" Online Job Search 11:00am – 1:00pm <hr/> Financial Workshop: UNDERSTANDING CREDIT SCORES & REPORTS 1:00pm – 3:00pm * | 9 PEOPLE READY HIRING EVENT 10:00am – 12:00pm | 10 FEC: Coffee & Conversation "Retirement Planning" 8:30am – 10:30am <hr/> Federal Hiring Process Workshop 10:00am – 3:00pm <hr/> NATIONAL TECHNOLOGIES HIRING EVENT 10:00am – 2:00pm |
| 13  | 14 DIAMOND TRANSPORTATION HIRING EVENT 10:00am – 12:00pm <hr/> WIOA Youth Information Session 1:00pm – 3:00pm <hr/> Financial Workshop: UNDERSTANDING CREDIT SCORES & REPORTS (Spanish) 1:00pm – 3:00pm * | 15 WIS INTERNATIONAL HIRING EVENT 10:00am – 2:00pm <hr/> Workshop "A": Resume & Interviewing 11:00am – 1:00pm * | 16 AUTOMATION PERSONNEL SERVICES HIRING EVENT 1:00pm – 3:00pm | 17 Resume Writing Workshop (Sponsored by Saved Hands Foundation) 10:00am – 12:30pm  Saturday, May 18 th |
| 20 | 21 DIAMOND TRANSPORTATION HIRING EVENT 10:00am – 12:00pm <hr/> AUTOMATION PERSONNEL SERVICES HIRING EVENT 1:00pm – 3:00pm * | 22 GED CLASSES END <hr/> Financial Workshop: CREATING GOALS & SPENDING PLANS 1:00pm – 3:00pm * | 23 PEOPLE READY HIRING EVENT 10:00am – 12:00pm | 24 |
| 27  CENTER CLOSED | 28 | 29 Workshop "A": Resume & Interviewing 11:00am – 1:00pm <hr/> Financial Workshop: SMALL BUSINESS 101 1:00pm – 3:00pm * | 30 | 31 |

† Job Corps Orientation: *Every Tuesday* | 10:00am – 12:00pm
 * DARS Job Club - Job Readiness Workshop: *Every Wednesday* | 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.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



National Council on Aging
571-335-4027



703-791-7357



Lauren Parker
703-752-1606



www.Stratford.edu



703-474-8276

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|---|---|
| *To register for workshops, email angela.harris@vcwnorthern.com | |
| *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. |
| *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 & Special Workshops | |
| * 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. TO REGISTER, see a member of our staff or online at https://vcwnorthern.com/prince-william-center/ (Refer to calendar for details.) |
| 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.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 May 2019

Date: _____

Name: _____
First
Last

Email: _____ Phone: _____

| | |
|---|---|
| Do you need any special accommodations? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|---|---|

| | |
|-----------------------------|---|
| Are you a military veteran? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|-----------------------------|---|

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

| | | |
|--------------------------|--|--|
| <input type="checkbox"/> | Job Corps Orientation | Every Tuesday 10:00am – 12:00pm |
| <input type="checkbox"/> | Job Club (conducted by DARS) | Every Wednesday 9:30am – 11:00am |
| <input type="checkbox"/> | Workshop "B": Online Job Search | Wednesday, May 8, 2019 11:00am – 1:00pm |
| <input type="checkbox"/> | Financial Workshop: Understanding Your Credit Scores & Reports | Wednesday, May 8, 2019 1:00pm– 3:00pm |
| <input type="checkbox"/> | NEW - Financial Empowerment Center (FEC): Coffee & Conversation | Friday, May 10, 2019 8:30am – 10:30am |
| <input type="checkbox"/> | Federal Hiring Process Workshop | Friday, May 10, 2019 10:00am – 3:00pm |
| <input type="checkbox"/> | Financial Workshop: Understanding Your Credit Scores & Reports (SPANISH) | Tuesday, May 14, 2019 1:00pm– 3:00pm |
| <input type="checkbox"/> | WIOA Youth Information Session | Tuesday, May 14, 2019 1:00pm - 3:00pm |
| <input type="checkbox"/> | Workshop "A": Resume & Interviewing | Wednesday, May 15, 2019 11:00am– 1:00pm |
| <input type="checkbox"/> | Resume Writing Workshop (Sponsored by Saved Hands Foundation) | Friday, May 17, 2019 10:00am – 12:30pm |
| <input type="checkbox"/> | Financial Workshop: Creating Goals & Spending Plans | Wednesday, May 22, 2019 1:00pm– 3:00pm |
| <input type="checkbox"/> | Workshop "A": Resume & Interviewing | Wednesday, May 29, 2019 11:00am– 1:00pm |
| <input type="checkbox"/> | NEW - Financial Empowerment Center (FEC): Small Business 101 | Wednesday, May 29, 2019 1:00pm– 3:00pm |