

September 2019

Monday	Tuesday	Wednesday	Thursday	Friday
<p>2</p>  <p>CENTER CLOSED</p>	<p>3</p> <p>dd's DISCOUNT HIRING EVENT 10:00am – 4:00pm</p>	<p>4</p> <p>dd's DISCOUNT HIRING EVENT 10:00am – 4:00pm</p> <hr style="border: 1px solid #0070C0;"/> <p>FEC: Financial Goal Setting Workshop 1:00pm – 3:00pm</p>	<p>5</p> <p>dd's DISCOUNT HIRING EVENT 10:00am – 4:00pm</p> <hr style="border: 1px solid #0070C0;"/> <p>WIOA Eligibility Determination Meetings (By Appointment Only) 9:00am – 12:00pm</p>	<p>6</p>
<p>9</p> <p>FAIRFAX CONNECTOR HIRING EVENT 10:00am – 12:00pm</p>	<p>10</p> <p>WIOA Youth Information Session 1:00pm – 3:00pm</p>	<p>11</p> <p>Workshop "A": Resume & Interviewing 11:00am – 1:00pm</p>	<p>12</p> <p>PEOPLE READY HIRING EVENT 10:00am – 12:00pm</p> <hr style="border: 1px solid #0070C0;"/> <p>WIOA Eligibility Determination Meetings (By Appointment Only) 9:00am – 12:00pm</p>	<p>13</p> <p>FEC: Coffee & Conversation Topic: Financial Planning 8:30am – 10:30am</p> <hr style="border: 1px solid #0070C0;"/> <p>Federal Hiring Process Workshop 10:00am – 3:00pm</p>
<p>16</p>	<p>17</p>	<p>18</p> <p>FLAGGER FORCE HIRING EVENT 10:00am – 2:00pm</p> <hr style="border: 1px solid #0070C0;"/> <p>Workshop "B" Online Job Search 11:00am – 1:00pm</p> <hr style="border: 1px solid #0070C0;"/> <p>FEC: Managing Debt Workshop 1:00pm – 3:00pm</p>	<p>19</p> <p>dd's Discount Orientation 10:00am – 4:00pm (By Appointment Only)</p> <hr style="border: 1px solid #0070C0;"/> <p>WIOA Eligibility Determination Meetings (By Appointment Only) 9:00am – 12:00pm</p>	<p>20</p> <p><i>ESOL REGISTRATION</i></p>
<p>23</p> 	<p>24</p> <p><i>ESOL CLASSES BEGIN</i></p> <hr style="border: 1px solid #0070C0;"/> <p>LEP: Welcome to the Prince William Center 1:00pm – 3:00pm</p>	<p>25</p> <p>Workshop "A": Resume & Interviewing 11:00am – 1:00pm</p> <hr style="border: 1px solid #0070C0;"/> <p>Computer Basics 1:00pm – 3:00pm</p> <hr style="border: 1px solid #0070C0;"/> <p>FEC: Money Management 101 1:00pm – 3:00pm</p>	<p>26</p> <p>PEOPLE READY HIRING EVENT 10:00am – 12:00pm</p> <hr style="border: 1px solid #0070C0;"/> <p>WIOA Eligibility Determination Meetings (By Appointment Only) 9:00am – 12:00pm</p>	<p>27</p> <p>Resume Writing (facilitated by Saved Hands) 10:00am – 12:30pm</p>
<p>30</p> <p>PRINCE WILLIAM HOME IMPROVEMENT HIRING EVENT 11:00am – 1:00pm</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>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>

✦ 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 Classes: Monday-Thursday; ESOL classes: Tuesday – Thursday (9:00am – Noon)



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

Workshop Descriptions

PARTNERS



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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



National Council on Aging
571-335-4027



703-791-7357



Lauren Parker
703-827-3782



www.Stratford.edu

***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	
*Computer Workshops	Prince William Adult Education will be facilitating computer workshops; the first workshop is COMPUTER BASICS —learn basic computer terminology, components, keyboard & mouse tutorials, and Windows operating system.
* 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. TO REGISTER, see a member of our staff or online at https://vcwnorthern.com/prince-william-center/ (Refer to calendar for details.)
LEP: Job Readiness Workshops	Limited English Proficiency (LEP): FREE job readiness support through employment workshops and coaching from September 24 th through December 3 rd . Earn a job readiness certificate for participating in all the workshops. Pickup a flyer and register.
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”) <i>WIOA Title I-financially assisted program is an “equal opportunity employer/program,” auxiliary aids and services are available upon request to individuals with disabilities.</i>

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

September 2019

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.

	Computer Basics	Wednesday, September 25, 2019 1:00pm – 3:00pm
	Job Corps Orientation	Every Tuesday 10:00am – 12:00pm
	Job Club (conducted by DARS)	Every Wednesday 9:30am – 11:00am
	Federal Hiring Process Workshop	Friday, September 13, 2019 10:00am – 3:00pm
	FEC Workshop: Financial Goal Setting	Wednesday, September 4, 2019 1:00pm– 3:00pm
	Financial Empowerment Center (FEC): Coffee & Conversation – “Financial Planning” (Burke & Herbert)	Friday, September 13, 2019 8:30am – 10:30am
	FEC Workshop: Managing Debt	Wednesday, September 18, 2019 1:00pm– 3:00pm
	FEC Workshop: Money Management 101	Wednesday, September 25, 2019 1:00pm – 3:00pm
	LEP Workshop: Welcome to the Prince William Center	Tuesday, September 24, 2019 1:00pm – 3:00pm
	Resume Writing (facilitated by Saved Hands Foundation)	Friday, September 27, 2019 10:00am – 12:30pm
	WIOA Youth Information Session	Tuesday, September 10, 2019 1:00pm - 3:00pm
	Workshop “A”: Resume & Interviewing	Wednesday, September 11, 2019 11:00am– 1:00pm
	Workshop “A”: Resume & Interviewing	Wednesday, September 25, 2019 11:00am– 1:00pm
	Workshop “B”: Online Job Search	Wednesday, September 18, 2019 11:00am – 1:00pm