






Norfolk Center, 861 Glenrock Road, Suite 100, Norfolk, VA 23502

Monday	Tuesday	Wednesday	Thursday	Friday
1 	2  World Autism Awareness Day	3	4 Group Certification 1–2:30pm  <u><a href="#">Job Search Strategies</a></u> <u>10:00-11:30am</u>	5 <b>CLOSED 12:00pm</b>
8 GED 9:00am-12:00pm	9 GED 9:00am-12:00pm Group Certification 9–10:30am Financial Awareness Month/Debt Management Workshop 10am-2pm	10 <b>CENTER CLOSED 3:00pm</b>  <u><a href="#">Using Social Media for Job Search</a></u> <u>9:00-10:30am</u>	11  <u><a href="#">Interview Techniques</a></u> <u>2:00-3:30pm</u>	12 <b>CLOSED 12:00pm</b>
15 GED 9:00am-12:00pm  JACKIE ROBINSON DAY APRIL 15	16 GED 9:00am-12:00pm  <u><a href="#">Bridge757 Budgeting Basics</a></u> <u>1:00-2:00pm</u>	17 MS WORD 101 (In Person Only) 9:00-10:30am  <u><a href="#">Job Search Strategies</a></u> <u>1:00-2:30pm</u>	18 Group Certification 1–2:30pm  <u><a href="#">Marketing Your Resume</a></u> <u>10:00-11:30am</u>	19 <b>CLOSED 12:00pm</b>
22 GED 9:00am-12:00pm  Earth Day	23 GED 9:00am-12:00pm Group Certification 9–10:30am	24  <u><a href="#">Interview Techniques</a></u> <u>9:30-11:00am</u>	25 <u><a href="#">Bridge757 Credit Building</a></u> <u>11:00-12:00pm</u>	26 <b>CLOSED 12:00pm</b>
29 GED 9:00am-12:00pm	30 GED 9:00am-12:00pm  <u><a href="#">Marketing Your Resume</a></u> <u>1:30-3:00pm</u>			

[WWW.THEWORKFORCECOUNCIL.ORG](http://WWW.THEWORKFORCECOUNCIL.ORG)

Funded 100% through a WIOA Title I grant provided by the U.S. Department of Labor. The program does not receive financial support from non-governmental sources.  
 The Hampton Roads Workforce Council is an Equal Opportunity employer/program. Auxiliary aids and services available upon request to individuals with disabilities. VA Relay 7 1 1 or 800-828-1120.  
 Language translation services are available upon request.

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**OFFICE CLOSURES**  
MARCH 10 - OFFICE CLOSING AT 3pm  
OFFICE CLOSING 12 NOON ON FRIDAYS



AUXILIARY AIDS AND SERVICES ARE AVAILABLE  
UPON REQUEST TO INDIVIDUALS WITH DISABILITIES

HAMPTON ROADS REGION

You can complete our orientation online! Orientation is available online from any internet-based computer at:

<https://www.theworkforcecouncil.org/virginia-career-works-hampton-roads/>

**INTAKE IS DONE MONDAY, TUESDAY, WEDNESDAY, AND THURSDAY ONLY FROM 8:30AM - 4:00 PM**

For job search and computer use the Resource Room is open Monday - Thursday. from 8:30am - 4:00 pm Fridays 8:30am – 12:00pm

You must register with the Virginia Workforce Connection site at: [www.vawc.virginia.gov](http://www.vawc.virginia.gov)

Please bring your valid state/government photo ID and Social Security card.

**Group Certification - (To attend, clients must complete all prior steps discussed in Orientation and Intake.)** Group Certification is only hosted on Tuesday and Thursday of EVERY OTHER WEEK. On Tuesday, Group Certification starts at 9:00 a.m. and sign up begins at 8:30 a.m. On Thursday, Group Certification starts at 1:00 p.m. and sign up begins at 12:00 p.m.  
Attendance is required for individuals interested in WIOA funding for training. Children are not permitted in Group Certification or in person Workshops.

### Employment Workshop Descriptions

**Using social media for Job Search** – Learn the importance of using social media to build your profile, network, and follow companies using LinkedIn, Facebook, and Twitter.

**Marketing Your Resume** – These days, a top-notch resume will assist you in getting an interview. Learn how to market and target your skills, accomplishments, experience, and keywords with an impressive resume. Bring a paper copy of your current resume to critique.

**Job Search Strategies** – Learn more about the crucial steps in the job search process. This workshop addresses untapped resources and services available to job seekers, job-hunting on the Internet, and using your own network to your advantage.

**Interview Techniques** - Want to feel confident at your next job interview? This workshop teaches you how! Topics include positive answers to difficult questions, dressing for success, and the importance of body language, good attitude and making the “best” first impression. Interview follow-up and salary negotiation are also discussed.

**Credit Building** – Ever wonder how credit scores are calculated. This workshop will teach you what is a credit score, how is calculated, and tips on how to raise your credit score.

**Budgeting Basics** – Learn to keep track of your money. This workshop teaches you how to create a budget, understand your expenditures, and debt planning.

**Microsoft Word 101** – Participants learn to “launch” the program and navigate the MS Word windows. Presented by Region 20 South Eastern Adult and Continuing Education Partners.

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**Job Search Strategies** – April 4, 2024, 10:00-11:30am

<https://us02web.zoom.us/meeting/register/tZUpe-ppjosHdC1HcBFBSmDqpsge-ccGQOt>

**Using Social Media for Job Search** – April 10, 2024, 9:00-10:30am

<https://us02web.zoom.us/meeting/register/tZludO-tpzsvE9QDbng8fEE94vcWeR3Klze>

**Interview Techniques** – April 11, 2024, 2:00-3:30pm

<https://us02web.zoom.us/meeting/register/tZ0pcuqhqsjG9Ma2Ua9eL4zgAi1UvkXwFo2>

**Bridge757 Budgeting Basics** – April 16, 2024, 1:00-2:00pm

<https://us02web.zoom.us/meeting/register/tZYsd-iqqzMrHt3LFWuRARXndmDRtAlcq3th>

**Job Search Strategies** – April 17, 2024, 1:00-2:30pm

<https://us02web.zoom.us/meeting/register/tZMsfuuarDMqGdfE3zkTOurkYElvEtoVaZpR>

**Marketing Your Resume** – April 18, 2024, 10:00-11:30am

<https://us02web.zoom.us/meeting/register/tZMocOiupzkvHNc5tce7UoY1TQVkyJH3ySfm>

**Interview Techniques** – April 24, 2024, 9:30-11:00am

<https://us02web.zoom.us/meeting/register/tZEpf-GprjspHNBXq8rpwASGbEiPBCTpV62O>

**Bridge757 Credit Building** – April 25, 2024, 11:00-12:00pm

<https://us02web.zoom.us/meeting/register/tZETF-yvpzguHN0QSiGpniHSXkXZFozsGHd6>

**Marketing Your Resume** – April 30, 2024, 1:30-3:00pm

<https://us02web.zoom.us/meeting/register/tZUrduuqqD4jEtFckTE6aDmf9lqd7BiXJdC1>

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