



FEBRUARY 2024
VIRGINIA CAREER WORKS - NORFOLK CENTER
Workshops and Group Certification Schedule

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

Monday	Tuesday	Wednesday	Thursday	Friday
			1 Group Certification 1:00–2:30pm	2 CLOSED 12:00pm
5 GED 9:00am-12:00pm	6 GED 9:00am-12:00pm Group Certification 9–10:30am	7 Bridge757 Credit Building 11:00-12:00pm	8 Marketing Your Resume 1:00-2:30pm	9 CLOSED 12:00pm
12 GED 9:00am-12:00pm	13 GED 9:00am-12:00pm	14 CENTER CLOSED 3:00pm Interview Techniques 9:30-11:00am	15 Group Certification 1:00–2:30pm Job Search Strategies 1:00-2:30pm	16 CLOSED 12:00pm
19 CENTER CLOSED 	20 GED 9:00am-12:00pm Group Certification 9–10:30am	21 MS WORD 101 (In Person Only) 9:00-10:30am Bridge757 Budgeting Basics 1:00-2:00pm	22 Using Social Media for Job Search 9:00-10:30am	23 CLOSED 12:00pm
26 GED 9:00am-12:00pm Interview Techniques 1:30-3:00pm	27 GED 9:00am-12:00pm Job Search Strategies 10:00-11:30am	28 Marketing Your Resume 9:00-10:30am	29 Group Certification 1:00–2:30pm	

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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. It is an equal opportunity program and auxiliary aids and services are available upon request to individuals with disabilities. TDD: VA Relay Center: 711

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OFFICE CLOSURES
February 14, Close at 3:00pm
February 19, President's Day
OFFICE CLOSURES 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

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.

Bridge 757 Orientation - Financial Coaching – Learn how to budget. Increase credit score and buy a home or car. Building a safety net and avoid financial surprises.

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Bridge757 Credit Building – February 7, 2024, 11:00-12:00pm

https://us02web.zoom.us/meeting/register/tZYqce-trDMiGNBhDjlq0AeHZlCjX5qBD_G3

Marketing Your Resume – February 8, 2024, 1:00-2:30pm

<https://us02web.zoom.us/meeting/register/tZYvdeiorjstHtfeJ9NUDa3-YL6UCNIu7Mwx>

Interview Techniques – February 14, 2024, 9:30-11:00am

<https://us02web.zoom.us/meeting/register/tZ0lcuugqjouGtQZK4-QmUzHQbr0aEXSnEhl>

Job Search Strategies – February 15, 2024, 1:00-2:30pm

<https://us02web.zoom.us/meeting/register/tZAkde2pqzsqGNZoO6BfVHI8mijgDycDmcR1n>

Bridge757 Budgeting Basics – February 21, 2024, 1:00-2:00pm

<https://us02web.zoom.us/meeting/register/tZAodOGvrDovH9YaqqcWaYzvUjVkw8avySh2>

Using Social Media for Job Search – February 22, 2024, 9:00-10:30am

<https://us02web.zoom.us/meeting/register/tZApc-mrrDirHNQgWwCP5oD5qk7Dh0S7MoZ8>

Interview Techniques – February 26, 2024, 1:30-3:00pm

<https://us02web.zoom.us/meeting/register/tZAqdu6pqTkuHtTeBjNe7SZyfpZrm64Wa79>

Job Search Strategies – February 27, 2024, 10:00-11:30am

https://us02web.zoom.us/meeting/register/tZ0tce-vpz4sG9ZDJt7OVa1NOiW_-3qUIQpg

Marketing Your Resume – February 28, 2024, 9:00-10:30am

<https://us02web.zoom.us/meeting/register/tZEsf--prTguH93Hk1LgdrayWxTJN4lXKjDj>

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