




Norfolk Center, 861 Glenrock Road, Suite 100, Norfolk, VA 23510

Monday	Tuesday	Wednesday	Thursday	Friday
2 	3 Group Certification 9:00 - 10:30	4 Marketing Resume 9:30 - 11:00	5 	6
9 Job Search Strategies 1:30 - 3:00	10 MS WORD 101 (In Person Only) 9:30 - 11:00	11 CENTER CLOSED 3:00 p.m.	12 Group Certification 1:00 - 2:30 Bridge 757 Credit Building 1:00 - 2:00	13
16	17 Group Certification 9:00 - 10:30	18 Bridge 757 Budgeting Basics 9:00 - 10:00	19 Interview Techniques 1:30 - 3:00	20
23	24 MS WORD 101 (In Person Only) 9:30 - 11:00	25 Marketing Your Resume 9:30 - 11:00	26 Group Certification 1:00 - 2:30	27
30 CENTER CLOSED FOR MEMORIAL DAY 	31 Group Certification 9:00 - 10:30			



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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 CLOSURE
MAY 11, 2022, CLOSED AT 3:00 P.M.
MAY 30, 2022, CLOSED ALL DAY



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

HAMPTON ROADS REGION

The Resource Room is open Monday - Friday, from 8:30am - 4:00 pm (note the days listed above for center closure)

We encourage viewing our orientation before your visit. Orientation is available online from any internet-based computer at:

<https://www.theworkforcecouncil.org/vcw-orientation/>

LOOKING FOR ONE ON ONE JOB SEARCH ASSISTANCE OR TRAINING?

INTAKE FOR DONE MONDAYS, WEDNESDAYS, AND FRIDAYS ONLY FROM 8:30AM - 4:00 PM

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. Group Certification includes the Charting Your Course Presentation. Attendance is required for individuals interested in WIOA funding for training.**

Space Is Limited!!! Entrance To Group Certification Is Based On Priority Of Service.

Employment Workshop Descriptions

***Veterans receive priority of service. * Preregistered clients must arrive 8 minutes prior to class to reserve seat. Children are not permitted in workshops.**

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.

Federal Employment – Review the Federal Employment application process and key points for understanding how to successfully complete job announcements and vacancies.

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.

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Marketing Your Resume May 4, 2022, 9:30 a.m. – 11:00 a.m.

<https://www.eventbrite.com/e/marketing-your-resume-tickets-330091952917>

Job Search Strategies May 9, 2022, 1:30 p.m. - 3:00 p.m.

<https://www.eventbrite.com/e/job-search-strategies-tickets-330098221667>

Bridge 757 Credit Building May 12, 2022, 1:00 p.m. - 2:00 p.m.

<https://www.eventbrite.com/e/bridge-757-credit-building-tickets-330106516477>

Bridge 757 Budgeting Basics May 19, 2022, 9:00 a.m. – 10:00 a.m.

<https://www.eventbrite.com/e/bridge-757-budgeting-basics-tickets-330115744077>

Interview Techniques May 19, 2022, 1:30 p.m. – 3:00 p.m.

<https://www.eventbrite.com/e/interview-techniques-tickets-330122494267>

Marketing Your Resume May 24, 2022, 9:30 a.m. - 11:00 a.m.

<https://www.eventbrite.com/e/marketing-your-resume-tickets-330127539357>

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