



ONE STOP CAREER RESOURCE CENTER

Virginia Workforce Center-Hampton
600 Butler Farm Road, Room 1015 Suite A
Hampton, VA 23666
(757) 865-5874 TDD (757)825-2853



**FREE CAREER DEVELOPMENT WORKSHOPS
JULY 2009**

If you are interested in attending one (or more) of these workshop, please sign-up in the One Stop Career Center office or call. (757) 865-5874
These workshops are free and open to the public.

Wkly/Mthly /Qtrly	ORIENTATIONS & WORKSHOPS	Time	Location
July 1,7,8,21,22,28,29 July 2,6,9,13,16,20,23,27,30 #SD07101	WIA Program Orientation /Self Assessment to the One Stop Center Resources Topics include overview of Peninsula WorkLink and the Career Resource Center, registration criteria, general program considerations, customer responsibilities, training providers, self-assessment for Title 1B and process for applying for services	9:00 am-10:00 am 2:00 pm -3:00 pm	PWDC 1012
July 6 July 27, #SD07115	Preparing a Winning Resume: Presents tools within the Career Resource Center that are available for your use in preparing an excellent resume. Look at what employers want in a resume and the Do's and Don'ts in preparing a resume. Handouts and valuable information provided. Interviewing Skills: How to be your Best before, During and After the interview: Presents do-it yourself tools and resources within the Career Resource Center that can be used to develop skill in handling a job interview .Topics include videos, internet web sites, software and handbooks that provide strategies and tips.	10:30 am -12:30 pm	PWDC 1012
July 6,13,20,27 #SD07103	Introduction to Basic Computer Skills: This 1-hour workshop helps individuals with limited computer skills develop the skills required to access computer-based information and services with the Career Resource Center. It is basic use, word processing and Web-based E-mail.	9am-12:00 pm	PWDC 1011
July 21 #SD07104	Effective Job Search Techniques and Tools: Presents tools within the Career Resource Center that can be used to plan and implement a successful job search. Topics include using various web sites such as Virginia View, VOS, Career Connection, videos and/or printed materials on networking and use of newspaper ads, etc.	10:30 am-11:30 pm	PWDC 1012
July 6,20 #SD07106	Match Your Skills and Interests With a Job & Career- Participates will use BRIDGES a career planning website to assess their interests, skills, and values which will be connected to specific career fields and occupations.	2:00 pm-3:30 pm	PWDC 1011
July 6, July 7 #SD07106	TNCC Students and Alumni Link to Employment – Using eRecruiting (Students with TNCC email address). This workshop will provide students with guidelines and a step-by-step framework for successful use of the software program called eRecruiting. The purpose of this workshop is to assist students in their job seeking activities.	Monday 3:00 pm-4:00 pm Tuesday 5:00 pm -6:00 pm	PWDC 1012
#SD07208	Manufacturing Training Orientation Session: “ The workshop covers the steps to be taken to gain a Career Readiness Certificate and to be trained and certified for manufacturing jobs”	Date & Time TBD	PWDC TBD
July 16 #SD07214	Finding Federal Employment: Learn how to find vacancies and job listings, complete the application process and fine tune your federal resume. This workshop will focus on USAJOBS , the official job site of the United States Federal Government	10:00 am-12:00 pm	PWDC 1012
July 22 #SD07214	GED/Diploma Info Session: Come find out how simple it is to finish your high school credential. Find the paths to a GED or a diploma. Come start the process and take the first step toward graduation.	10:00 am-12:00 pm	PWDC 1012

Instructors: Kathy Arcement: (KA); Franz Albertini (FA) Wanda Boulden (BW): John Calver (JC): Linda Cullinan (LC) Thomas Goodman (TG): Angela Harris (AH): Shakir Johnson (SJ) Michelle Manfred (MM): Donna Mvers (DM): Dan Plvmate (DP) Lisa Tavlör (LT): Terrv Wilson (TW)

www.pcfwd.org

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