



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
OCTOBER 2008**

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
October 1,6,8,15,20,22,27,29 October 2,7,9,14,16,21,23,28,30 #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
October 21,22 #SA07201	Workforce Interpersonal Skills Certificate: WISC “Registered Clients Only” The workshop segment comprised of Career Planning/Readiness, Job search Solutions, Work Preparedness and Keeping the Job. After completion of <u>all segments</u> , participants will receive <u>A Certificate</u> .	9:00 am- 4:00 pm	PWDC 1012
October 6,20 #SD07102	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
October 6,20,27 #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.	10:30 am-11:30 am	PWDC 1011
October 14 #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
October 7,28 #SD07105	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.	3:00 pm-4:30 pm	PWDC 1011
October 6,7 #SD07901	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
October 1 October 14 October 30 # SD07902	Manufacturing Pipeline Information Session: Get a real skill in manufacturing... it will pay well. This session provides an overview of the advanced manufacturing pipeline and the Career Readiness Certificate and how this can lead to careers in manufacturing.	2pm 9am 6pm	PWDC TDA
October 29 #SD07903	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
October 1, October 15	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 4:00 pm -6:00 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 Myers (DM): Dan Plymate (DP) Lisa Smith (LS): Renee Sayles (RS): Lisa Taylor (LT): Terry Wilson (TW)