



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
 MARCH 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
March 4,6,18,20,25,27 #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- 11:00 am	PWDC 1012
March 11,12, #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
March 3,17 #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.	9:00 am- 11:00 am	PWDC 1012
March 3,17,24,31 #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
March 18 #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, ALEX, Career Connection, videos and/or printed materials on networking and use of newspaper ads, etc.	11:30 am- 12:30 pm	PWDC 1012
March 4,18 #SD07105	Match Your Skills and Interests With a Job & Career- The Internet Way: Participants will use self-directed Internet web sites and Internet – based software such as Career Voyages, Discover, and eBridges/eChoices to assess their skills and interests and link those skills and interests to specific careers and/ or jobs. Matching Your Interests with Just the Right Job for You: Participants will complete Holland’s Self-Directed Search, a paper and pencil self- administered assessment tool that links interests with specific jobs and fields, and then interpret the results.	3:00 pm- 4:30 pm	PWDC 1011
March 3,4 #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
March 12 March 25 # 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.	9am-10am 6pm-7pm	PWDC TDA
March 19 #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	9:00am-1100am	PWDC 1012
March 5 #SD07905	Job Club: It’s a well-known fact that the best way to find a job is through networking. The job club enables you to expand your network of contacts but also serves as a support group. You will be able to listen to advice & information from different companies.	1:00 pm- 3:00pm	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): Lisa Waterfield (LW) Terry Wilson (TW)