



Loudoun Workforce Resource Center

102 Heritage Way, N.E., 1st Floor
 Leesburg, VA 20176
 (703) 777-0150 (Voice)
 711 (VA Relay)
www.loudoun.gov/wrc



Hours of Operation:

Monday, Tuesday, Thursday, Friday
 9:00am - 4:30pm
 Wednesday 9:00am - 12:30pm
1st Fri - WRC Opens at 1:00pm

February 2012

PARTNER CONTACTS

Dept. of Rehabilitative Services

Sarah McCarty
 (703) 771-4775

Virginia Employment Commission (VEC)

Stuart Finley
 (703) 897-0430
 Alexandria (703) 813-1300
 Winchester (540) 722-3415

NVRC for the Deaf and Hard of Hearing

Joan Cassidy
nvrcloudoun@aol.com

Loudoun County Adult Education

Irene Riordan
 (571) 252-2119

Northern Virginia Community College

Esther Perantoni
 (703) 450-2551

Youth Employment Community Transitions

Tandi Hoffmann
 (703) 771-5315

Youth Workforce, CEO Program

Jeanna Vaughn
 (703) 531-6286

Veteran's Claims Rep.

Helen Pickard
 (703) 359-1210

Office of Transportation Services

Judy Galen
 (703) 737-8044

Ticket to Work

Lauren Parker
 (703) 752-1606

Virginia Job Corps

(703) 671-5300

NovaGATE

Kelly Funaro
 (703) 533-5486

| Mon | Tue | Wed | Thu | Fri |
|---|--|---|---|--|
| | | 1 Dell Learning Lab 9:00 am - 12:30 pm NOVAGATE Orientation 10:00am CLOSE @ 12:30pm | 2 Click "n" Drag 9:00 am - 2:00 pm WIA Orientation 10:00 am -12:00 noon | 3 OPEN AT 1:00 PM Dell Learning Lab 1:00 pm - 4:30 pm |
| 6 Excel Basic 9:00 am - 4:00 pm Overcoming Barriers 9:00 am - 12:00noon Job Club 10:00 am -11:30 am (2nd floor) | 7 PowerPoint Basic 9:00 am - 4:00 pm MTE: Hospitality Staffing Solutions 10:30 am - 1:00 pm | 8 Dell Learning Lab 9:00 am - 12:30 pm Putting the Past Behind You 10:00 am - 12:00 noon CLOSE @ 12:30pm | 9 Dell Learning Lab 9:00 am - 4:30 pm Interview Workshop 12:00 noon - 2:00 pm | 10 Vet. Claims Rep. 10:00 am - 1:00 pm Revitalize Your Job Search 1:30 pm - 3:30 pm WK/SD |
| 13 Learn How to Learn Online 9:00 am - 12:00 noon Job Club 10:00 am -11:30 am (2nd floor) Dell Learning Lab 1:00 pm - 4:30 pm | 14 Dell Learning Lab 9:00 am - 4:30 pm MTE: Aramark 10:30 am - 12:00 noon | 15 Word Basic (Part A) 9:00 am - 11:30 am Mock Interviews 9:00 am - 12:00 noon No Degree? No Problem! 9:30 am - 11:30 am CLOSE @ 12:30pm | 16 Word Basic (Part B) 9:00 am - 12:00 noon MTE: Grafton 9:30 am - 12:00 noon Child Support Enforcement 9:30 am - 3:30 pm (2nd Floor) WIA Orientation 10:00 am -12:00 noon MTEducator: MIHT 12:00 noon - 2:00pm | 17 Professional Resume Writing 9:00 am - 3:00 pm DRS Rep. 10:00 am - 12:00 noon |
| 20 Closed Presidents' Day  | 21 Windows XP 9:00 am - 4:00 pm | 22 CLOSE @ 12:30pm WK/RJ | 23 Resume Writing 101 9:00 am - 1:00 pm VEC Rep. 9:00 am - 3:00 pm Deaf & Hard of Hearing Rep. 10:00 am - 12:00 noon | 24 Elevate America Orientation 10:00 am Vet. Claims Rep. 10:00 am - 1:00 pm Dell Learning Lab 1:00 pm - 4:30 pm |
| 27 Word Basic 9:00 am - 4:00 pm Overcoming Barriers 9:00 am - 12:00noon Job Club 10:00 am -11:30 am (2nd floor) | 28 Excel Basic 9:00 am - 4:00 pm MTE: Fed-Ex 10:00 am - 12:00noon | 29 Dell Learning Lab 9:00 am - 12:30 pm Mock Interviews 9:00 am - 12:00 noon CLOSE @ 12:30pm | Visit our online tool for your Job Search! www.loudoun.gov/careerlinks | |

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MTE = Meet The Employer event

Workshops are offered at NO COST. However, Pre-registration is Required.
 Please stop by the center or call 703-777-0150 to register.

WORKSHOP DESCRIPTION SHEET

Click 'n' Drag: This workshop is for those who are new to using computers and a mouse. This course will teach you how to use the mouse to select text, make simple format changes to text, use cut, copy, paste and other very basic skills that are found in MS Office software.

Dell Learning System (Lab Time): This is an interactive computer based learning system which allows participants to develop, refresh, or enhance their skills in either Microsoft Office 2007 or 2010 applications. Pre-requisites: You must have basic computer skills, knowledge of how to navigate the internet, and typing skills. Computers are available on a first-come, first-serve basis, at the time specified on the calendar.

Elevate America Orientation: In cooperation with the Microsoft Corporation, the SkillSource Group, Inc. now offers veterans and their eligible spouses vouchers for **free IT training and certification exams** designed to help build the skills employers are looking for. Whether you are interested in upgrading your knowledge of Microsoft Windows and Office or growing your IT Professional skills for a technology career, the Northern Virginia Elevate America for Veterans Initiative has resources that can help. Pre-registration is required.

Excel Basic Full Day: This basic level class is for those who have no experience using Excel or who need a brush up on the basics. Pre-requisites: You must have some ability to type and use a mouse.

Interview Workshop: This training session will help you prepare your best answers for the most frequently asked questions and give you insight on how to best present yourself from walking in the door through writing a thank you letter.

Learn How to Learn Online: The Loudoun Workforce Resource Center will begin offering workshops and information session online beginning in 2012. This class will help you to become familiar with the online learning tools that will be used in future online workshops offer by the Loudoun Workforce Resource Center. Pre-requisites: You must have the ability to type and use a mouse.

Mock Interview: The mock interview is a 30-minute individual session to help you prepare and strategize for future interviews. Traditional and behavioral interview questions will be presented and you will be asked to respond, as you would in a real interview. After the interview, you will be given constructive feedback regarding your interviewing style and how you responded to the questions.

No Degree? No Problem!: Learn about the top 50 jobs that do not require a college degree. During this workshop will learn how to find job opportunities that do not require a degree, how to apply for these positions, creative ways to develop new skills, and how to ace the interview.

NOVA GATE: For dislocated job seekers over 45 years old who want to start or expand their own small business.

Overcoming Barriers: Are you having difficulty finding or keeping a job because of a previous offense? Support and guidance are available to assist ex-offenders with their job search. Visit the Loudoun Workforce Resource Center during the dates and times specified on the calendar for confidential, one-on-one counseling from Bernie Pollard, Pre-Release Employment Coordinator. Walk-ins are welcome; no appointment required.

Cancellation of workshop: Workshops are canceled if Loudoun County Public Schools are canceled or on a 2-hour delay. If LCPS are on a 1-hour delayed schedule, the AM workshop will also start on a 1-hour delay. 1/2012

PowerPoint Basic Full Day: This workshop is for those who want to learn the basic functions of PowerPoint, how to create a simple presentation, and practice PowerPoint skills. Pre-requisites: You must have some ability to type and use a mouse.

Professional Résumé Writing: This workshop is for those who are targeting their resume and cover letter toward a particular job opening, profession or specific employment sector. Pre-requisites: You must be working with an Employment or VIEWS counselor and have the ability to type using Word and/or have your résumé in Word on a disk.

Putting the Past Behind You: This workshop addresses the unique barriers to employment that come with having a criminal record. You will learn strategies to overcome those barriers during the job search process. Information is provided about the employment resources available to job seekers and the incentives for employers to hire individuals with a criminal record. This workshop is open to the public but is most beneficial for those that have a criminal record or know someone who does.

Résumé Writing 101: This workshop will teach you the basics in putting together an attractive and effective résumé. Pre-requisite: You must bring a copy of your most recent résumé **OR** complete the Résumé Worksheet. You must have some ability to type and use a mouse.

Revitalize Your Job Search: This workshop will help you to turn a mundane and routine job search into a creative and calculate adventure. You can't do the same thing every day and expect a different result so change things up with fresh ideas, new approaches, and effective job search techniques.

Ticket to Work Information Session: Receiving disability cash benefits from Social Security? You can work and manage your disability benefits. If you are between ages 18 and 64 and receive SSDI and/or SSI, learn about Ticket to Work and other SSA work incentives that make it possible for people with disabilities to work and manage their Social Security benefits, Medicare, or Medicaid. Registration is required by contactingpatrick.williams@myskillsource.org or 703-752-1606.

Virginia Employment Commission (VEC): Do you have questions or need help with your unemployment claim? A representative from the VEC will be available to answer questions and provide assistance. Walk-ins are welcome on a first-come, first-serve basis, no appointment required!

WIA Orientation: The seminar is an orientation to the Workforce Investment Act (WIA) and an overview of the services provided. Customers will then meet with an Employment Counselor to determine if they are eligible for Intensive and/or Training Services. Please check the list attached to your appointment card for a list of documents to bring with you to the seminar.

Windows XP Intro: This will introduce you to Microsoft Windows XP operating system software. You will learn about the desktop, taskbar, icons, toolbars, files, folders and much more. Pre-requisites: You must have some ability to type and use a mouse.

Word Basic (A&B): offered as a full day or 2 half days: This basic level class is for those who have no experience using Word or who need a brush up on the basics. Pre-requisites: You must have some ability to type and use a mouse.