






Prince William SkillSource Center
 Member of the Virginia Workforce Network
www.myskillsource.org
 13370 Minnieville Road Woodbridge, VA 22192
 (Office)703-586-6800 (FAX)703-565-0091
 (TTY)703-583-6850
 Hours of Operation:

Mon, Tues, Thurs and Fri 8:30am - 4:30pm; Wed 9:30am - 4:30pm

OCTOBER 2017				
Mon	Tue	Wed	Thu	Fri
2 LEP Workshop 10:00am – 12:00pm Citizenship Class 12:30pm – 3:30pm	3 Job Corps Orientation 9:00am – 11:00pm Virginia Workforce Connection (VAWC) Review Workshop 11:00am – 1:00pm	4 DARS Job Club Job Readiness Workshop 9:30am – 11:00am	5 PEOPLE READY HIRING EVENT 10:00am – 12:00pm	6 GED Registration 11:00am – 1:00pm HOME GOODS HIRING EVENT 10:00am – 4:00pm
9 CENTER CLOSED 	10 Job Corps Orientation 9:00am – 11:00pm PEOPLE READY HIRING EVENT 10:00am – 12:00pm WIOA Youth Information Session 2:00pm – 4:00pm	11 DARS Job Club Job Readiness Workshop 9:30am – 11:00am Resume/Interviewing/ Networking/Job Search Workshop 11:00am – 2:00pm FLAGGER FORCE HIRING EVENT 10:00am – 2:00pm	12 Basic Computer Skills Workshop 10:00am – 12:30pm WIOA Adult Information Session 1:30pm – 2:30pm	13 Federal Hiring Process Workshop 10:00am – 3:00pm MODERN REMODELING HIRING EVENT 10:00AM – 1:00PM
16 LEP Workshop 10:00am – 12:00pm Citizenship Class 12:30pm – 3:30pm WAFFLE HOUSE HIRING EVENT 1:00PM – 3:00PM	17 Job Corps Orientation 9:00am – 11:00pm PEOPLE READY HIRING EVENT 10:00am – 12:00pm WIOA Youth Information Session 2:00pm – 4:00pm	18 DARS Job Club Job Readiness Workshop 9:30am – 11:00am Virginia Workforce Connection (VAWC) Review Workshop 11:00am – 1:00pm	19 PEOPLE READY HIRING EVENT 10:00am – 12:00pm	20 PAUL DAVIS RESTORATION HIRING EVENT 1:00PM – 4:00PM
23 LEP Workshop 10:00am – 12:00pm Citizenship Class 12:30pm – 3:30pm	24 Job Corps Orientation 9:00am – 11:00pm PEOPLE READY HIRING EVENT 10:00am – 12:00pm	25 DARS Job Club Job Readiness Workshop 9:30am – 11:00am Resume/Interviewing/ Networking/Job Search Workshop 11:00am – 2:00pm	26 Basic Microsoft Word Workshop 10:00am – 12:30pm WIOA Adult Information Session 1:30pm – 2:30pm	27 W&T TRAVEL SERVICES HIRING EVENT 9:00am – 3:00pm
30 LEP Workshop 10:00am – 12:00pm Citizenship Class 12:30pm – 3:30pm	31 Job Corps Orientation 9:00am – 11:00pm PEOPLE READY HIRING EVENT 10:00am – 12:00pm	Disabled Customers If you require supportive services for any type of disability to participate in the Prince William Workforce Center services, please speak with a Workforce Center staff member to request assistance.	 EMPLOYERS, REGISTER WITH THE VIRGINIA WORKFORCE CONNECTION (www.vawc.virginia.gov) TO SET UP A HIRING EVENT AT THE PRINCE WILLIAM SKILLSOURCE CENTER.	 Obama Care LIVES! Get covered here! Ask Neighbor's Keeper Enrollment November 1 - December 15 Financial Assistance Available Avoid the \$695 Penalty



ADULT EDUCATION CLASS SCHEDULE

GED
 Mon-Thurs
 9:00am – 12:00pm

ESOL
 Tues-Thurs
 9:00am – 12:00pm and 12:30pm – 3:30pm

Prince William SkillSource Center Workshop Registration Form

To register for a workshop, please complete information below and return to Workforce Center Manager.

Name _____
First
Last

Email _____ Phone _____

Are you a military veteran? Y N

Check all workshops you plan to attend.

	LEP Workshop	Every Monday 10:00am – 12:00pm	Limited English Proficiency (LEP) - Job readiness support through employment workshops and coaching. Topics change weekly; pick up a flyer in the Resource Center for more details.
	Job Corps Orientation	Every Tuesday 9:00am – 11:00am	This orientation is for young people ages 16 through 24 to provide information about how to obtain career technical training and education through the program.
	Job Club (conducted by DARS)	Every Wednesday 9:30am – 11:00am	Weekly topics include job search and interview techniques; resume/cover letter creation; and elevator speeches.
	Federal Hiring Process Workshop	Friday, October 13, 2017 10:00am – 3:00pm	Learn from a Certified Federal Services Ambassador and a Department of Homeland Security Recruitment Coordinator information needed to find and apply for federal positions.
	Virginia Workforce Connection (VAWC) Review Workshop	Tuesday, October 3, 2017 11:00am – 1:00pm	The VAWC workshop is the job search site for the VEC. Learn how to get the most out of your search and other services available within this tool. This is an interactive class - Bring your user ID and password to the workshop.
	Virginia Workforce Connection (VAWC) Review Workshop	Wednesday, October 18, 2017 11:00am – 1:00pm	
	WIOA Youth Information Session I	Tuesday, October 10, 2017 2:00pm – 4:00pm	Are you between the ages of 17 and 24? Come learn about the Workforce Innovation and Opportunity Act (WIOA) Youth Program and see if you are eligible for free career and educational assistance.
	WIOA Youth Information Session II	Tuesday, October 17, 2017 2:00pm – 4:00pm	
	Resume/Interviewing/Networking/ Job Search Workshop	Wednesday, October 11, 2017 11:00am – 2:00pm	Learn new strategies for presenting your skills, experience and education through effective resume writing, interviewing techniques, networking and job search.
	Resume/Interviewing/Networking/ Job Search Workshop	Wednesday, October 25, 2017 11:00am – 2:00pm	
	Basic Computer Skills Workshop	Thursday, October 12, 2017 10:30am – 12:30pm	Learn the benefits of using a computer. Topics covered include internet basics, word processing, and use of media devices.
	WIOA Adult Information Session I	Thursday, October 12, 2017 1:30pm – 2:30pm	Learn information on WIOA which provides eligible job seekers with comprehensive workforce development services to assist them in finding better employment opportunities that lead to self-sufficiency.
	WIOA Adult Information Session II	Thursday, October 26, 2017 1:30pm – 2:30pm	
	Positive Thinking and Your Job Search Workshop	Monday, October 16, 2017 10:00am - 12:30pm	“Are you prepared for your next job?” Presenter, Charles King will provide resume and interview essentials to get you on the right path.
	Basic Microsoft Word Workshop	Friday, October 26, 2017 10:00am – 12:30pm	Learn basic formatting, editing, document design, shortcuts, and more.

PARTNERS



Rebecca Bennett
703-586-6542



WIOA - Adult

www.myskillsource.org

WIOA - Youth

www.myskillsource.org

703-586-6546



National Council on Aging

Kristi Sargent

571-335-4027 Ext.100



703-897-0407



Virginia Department of Labor and Rehabilitation Services

Mark Fletcher

703-335-5550



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703-791-7357



Lauren Parker

703-752-1606



Community Solutions for Health Care Consumers

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