





**Prince William SkillSource Center**  
 Member of the Virginia Workforce Network  
[www.myskillsource.org](http://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**

## September 2017

Mon	Tue	Wed	Thu	Fri
<b>Disabled Customers</b>  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.	<b>Workshops</b>  Workshops are offered at NO COST, however, please pre-register by completing a registration form. Return form to any Prince William Workforce Center staff.	  <b>Obama Care LIVES!</b> Get covered here! Ask Neighbor's Keeper <b>Enrollment</b> November 1 thru December 15 Financial Assistance Available Avoid the \$695 Penalty	<b>ADULT EDUCATION CLASS SCHEDULE</b>  <b>GED</b> Mon-Thurs 9:00am – 12:00pm  <b>ESOL</b> Tues-Thurs 9:00am – 12:00pm and 12:30pm – 3:30pm	<b>1</b>
<b>4</b>  	<b>5</b> <b>PEOPLE READY HIRING EVENT</b> 10:00am – 12:00pm	<b>6</b> <b>DARS Job Club</b> Job Readiness Workshop 9:30am – 11:00am  Virginia Workforce Connection (VAWC) Review Workshop 11:00am – 1:00pm	<b>7</b>	<b>8</b> <b>ESOL Registration</b> 10:00am – 2:00pm  Positive Thinking and Your Job Search Workshop 10:00 am – 12:00pm
<b>11</b>	<b>12</b> Job Corps Orientation 9:00am – 12:00pm  <b>PEOPLE READY HIRING EVENT</b> 10:00am – 12:00pm  WIOA Youth Information Session 2:00pm – 4:00pm	<b>13</b> <b>DARS Job Club</b> Job Readiness Workshop 9:30am – 11:00am  Resume/Interviewing/Networking/Job Search Workshop 11:00am – 1:00pm	<b>14</b> <b>WIOA Adult Information Session</b> 1:30pm – 2:30pm  <b>PEOPLE READY HIRING EVENT</b> 10:00am – 12:00pm	<b>15</b> Federal Hiring Process Workshop 10:00am – 3:00pm  <b>PRINCE WILLIAM COUNTY CAREER FAIR</b> 10:00am – 1:00pm
<b>18</b> <b>Basic Computer Skills Workshop</b> 10:00am – 12:30pm	<b>19</b> Job Corps Orientation 9:00am – 12:00pm  <b>PEOPLE READY HIRING EVENT</b> 10:00am – 12:00pm  WIOA Youth Information Session 2:00pm – 4:00pm	<b>20</b> <b>DARS Job Club</b> Job Readiness Workshop 9:30am – 11:00am  Virginia Workforce Connection (VAWC) Review Workshop 11:00am – 1:00pm	<b>21</b> “Secret Sauce” How to Secure that Next Position! Workshop 10:00 am – 12:00 pm  <b>U.S. POSTAL SERVICE HIRING EVENT</b> 10:00am – 1:00pm  Community Connections Event “DIVERSABILITY WORKS!!!!” 5:30pm – 7:00pm	<b>22</b> Basic Microsoft Word Workshop 10:00am – 12:00pm
<b>25</b>	<b>26</b> Job Corps Orientation 9:00am – 12:00pm  <b>PEOPLE READY HIRING EVENT</b> 10:00am – 12:00pm  ESOL Classes Begins	<b>27</b> <b>DARS Job Club</b> Job Readiness Workshop 9:30am – 11:00am  Resume/Interviewing/Networking/Job Search Workshop 11:00am – 1:00pm	<b>28</b> <b>WIOA Adult Information Session</b> 10:30pm – 11:30pm  <b>HAMPTON INN BY HILTON HIRING EVENT</b> 10:00AM -4:00PM	<b>29</b> <b>PRINCE WILLIAM COUNTY CAREER FAIR</b> 10:00am – 1:00pm

# 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.**

	<b>Job Club (conducted by DARS)</b>	<b>Every Wednesday 9:30am – 11:00am</b>	<b>Weekly topics include job search and interview techniques; resume/cover letter creation; and elevator speech/accommodations.</b>
	<b>Virginia Workforce Connection (VAWC) Review Workshop</b>	<b>Wednesday, September 6, 2017 11:00am – 1:00pm</b>	<b>Learn how to navigate for employment and obtain Labor Market Information (LMI) on careers and industry growth of our economy. Learn how to post a resume and about the many services this site provides.</b>
	<b>Virginia Workforce Connection (VAWC) Review Workshop</b>	<b>Wednesday, September 20, 2017 11:00am – 1:00pm</b>	
	<b>Positive Thinking and Your Job Search Workshop</b>	<b>Friday, September 8, 2017 10:00am - 12:00pm</b>	<b>“Are you prepared for your next job?” Presenter, Charles King will provide resume and interview essentials to get you on the right path.</b>
	<b>WIOA Youth Information Session I</b>	<b>Tuesday, September 12, 2017 2:00pm – 4:00pm</b>	<b>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.</b>
	<b>WIOA Youth Information Session II</b>	<b>Tuesday, September 19, 2017 2:00pm – 4:00pm</b>	
	<b>Federal Hiring Process Workshop</b>	<b>Friday, September 15, 2017 10:00am - 3:00pm</b>	<b>Learn from a Certified Federal Services Ambassador and a Department of Homeland Security Recruitment Coordinator information needed to find and apply for federal positions.</b>
	<b>WIOA Adult Information Session I</b>	<b>Thursday, September 14, 2017 1:30pm – 2:30pm</b>	<b>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.</b>
	<b>WIOA Adult Information Session II</b>	<b>Thursday, September 28, 2017 1:30pm – 2:30pm</b>	
	<b>Resume/Interviewing/Networking/Job Search Workshop</b>	<b>Thursday, September 13, 2017 11:00am – 2:00pm</b>	<b>Learn new strategies for presenting your skills, experience and education through effective resume writing, interviewing techniques, networking and job search.</b>
	<b>Resume/Interviewing/Networking/Job Search Workshop</b>	<b>Thursday, September 27, 2017 11:00am – 2:00pm</b>	
	<b>Basic Computer Skills Workshop</b>	<b>Monday, September 18, 2017 10:00am – 12:30pm</b>	<b>Learn the benefits of using a computer. Topics covered include internet basics; word processing; media devices (USB flash drives).</b>
	<b>“Secret Sauce” – How to Secure that Next Position! Workshop</b>	<b>Thursday, September 21, 2017 10:00am - 12:00pm</b>	<b>Have you had interviews but no job offers? Our special guest presenter, Mr. Thomas, has valuable information to share with Job Seekers on how to how get back to work. Find out the “Secret Sauce”.</b>
	<b>Basic Microsoft Word Workshop</b>	<b>Friday, September 22, 2017 10:00am – 12:00pm</b>	<b>Learn basic formatting, editing, document design, shortcuts, and more.</b>

**PARTNERS**



Rebecca Bennett  
703-586-6542



**WIOA - Adult**  
[www.myskillsource.org](http://www.myskillsource.org)

**WIOA - Youth**  
[www.myskillsource.org](http://www.myskillsource.org)  
703-586-6546



National Council on Aging  
Kristi Sargent  
571-335-4027 Ext.100



703-897-0407



Mark Fletcher  
703-335-5550



703-586-6544



703-791-7357



Lauren Parker  
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