



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: Monday and Friday 8:30am – 5:00pm

Wednesday 9:30am – 5:00pm

Tuesday and Thursday 8:30am-5:00pm

September 2014

Monday	Tuesday	Wednesday	Thursday	Friday	
<p>1</p> <p>Labor Day Center Closed</p>  <p>LABOR DAY</p>	<p>2</p> <p>9:30 am- 12pm B.1 Online job Applications; introduction to Computer Navigation</p> <hr/> <p>1.00pm-3:30pm A. How to Write a Resume (Curriculum Vitae)</p> <p>Area Wide Protective Job Fair 10-2pm</p>	<p>3</p> <p>9:30-12pm How to Find and Fill Out Online Job Applications (and Virginia Workforce Connection Registration</p> <hr/> <p>12:30-3pm Hard Skills and Soft Skills Needed for On the Job Success ENOVATE (Start your own Business) 2pm</p>	<p>4</p> <p>9.30-12pm Cultural Expectations of U.S. Employers</p> <hr/> <p>1-3:30pm Developing Interviewing Skills</p>	<p>5</p> <p>Job Club 9:30-11am</p> <p>9:30-12pm Setting Goals and Finding Good Resources for Employment Success 1.00pm-3:30pm A. How to Write a Resume (Curriculum Vitae</p>	<p>PARTNERS SkillSource Group Center Manager Kristi Sargent 703-586-6542</p> <p>Workforce Investment Act (WIA) Moises.Lanzas@fairfaxcounty.gov@fairfaxcounty.gov</p>
<p>8</p> <p>9:30-12pm D. Cultural Expectations of U.S Employers</p> <hr/> <p>1:00-3:30pm F. Setting Goals and Finding Good Resources for Employment Success</p>	<p>9</p> <p>9:30am-12pm B.1 Online job Applications; Introduction to Computer Navigation</p> <hr/> <p>1-3:30pm B-2 How to Find and Fill Out Online Job Applications (and Virginia Workforce Connection Registration</p> <p>Interviewing Techniques 10am-12</p>	<p>10</p> <p>9:30am-12pm A. How to Write a Resume (Curriculum Vitae)</p> <hr/> <p>1:00pm-3:30pm C. Developing Interviewing Skills</p>	<p>11</p> <p>9:30-12pm Online Job Applications Fill Out a Real Online Job Application</p> <hr/> <p>1.00pm-3:30pm Hard Skills and Soft Skills Needed for on the job success</p>	<p>12</p> <p>Job Club 9:30-11am How to Work a Job Fair/ 30 second commercial 10am-12pm</p> <p>9:30-12pm Important Networking Strategies for Employment</p> <hr/> <p>1-3:30pm Developing Interviewing Skills</p>	<p>Youth WIA 703-586-6546</p> <p>National Council on Aging Call for a appointment Anna Michael 571-335-4027</p> <p>Virginia Employment Commission 703-897-0407</p>
<p>15</p> <p>9:30-12pm How to Write a Resume (Curriculum Vitae)</p> <hr/> <p>1:00-3:30pm Online job applications fill out a Real Online Job Applications</p>	<p>16</p> <p>Inside the Mind of a Hiring Manager 10am-12pm</p>	<p>17</p> <p>Hot Jobs Board</p>	<p>18</p> <p>En Español – Introduccion a la Comp y Busqueda de Trabajo 10am-12 noon</p>	<p>19</p> <p>Job Club 9:30-11am</p>	<p>DRS Mark Fletcher 703-335-5550</p> <p>Job Corps 703-586-6544</p>
<p>22</p> <p>EP Certificate Presentations and Reception 10am-11am</p> <p>Social Media 12-1pm Using the Virginia Workforce Connection Effectively for Job Search. 10-12noon</p>	<p>23</p>	<p>24</p>	<p>25</p> <p>En Español Como Construir su Curriculum 10am- 12pm</p>	<p>26</p> <p>Job Club 9:30-11am How to write an effective resume 9:30am-12:30pm</p>	<p>Prince William County Public Schools Adult Education Program 703-791-7357</p> <p>Northern Virginia Community College Director, Contract Training & 703-586-6543</p> <p>Lauren Parker Ticket to Work</p>



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29	30		<p><u>Pre-registration for re-employment workshops</u></p> <p><u>Bonnie</u> <u>703-897-0431</u></p> <p><u>WIA</u> <u>Online Orientation</u> <u>www.myskillsource.org</u></p>	703-752-1606
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