

# Employment Workshops Descriptions

One-Stop Workforce Center

**Will be closed**

**Friday, January 1, 2010**

Happy New Year

**Friday, January 15, 2010**

Lee-Jackson Holiday

**Monday, January 18, 2010**

Dr. Martin Luther King Holiday

## Orientation

Learn more about the programs and services offered at the One-Stop Workforce Center. This workshop, starting daily at 9:00 and 1:30, includes an introduction to the facility, self-directed resources, customized assistance and Partner Services. Please bring your valid photo ID and Social Security card.

## Resume 101

These days, a top-notch resume will assist you getting to an interview. Learn how to market your skills, knowledge, accomplishments, and experience with an impressive resume. This workshop includes tips on style, formats and function.

## Interview Techniques

Want to feel confident at your next job interview? This workshop teaches you how! Topics include positive answers to difficult questions, dressing for success, and the importance of body language, good attitude and making the "best" first impression. Interview follow-up and salary negotiation are also discussed.



## Job Search Strategies

Learn more about the crucial steps in the job search process. This workshop addresses untapped resources and services available to job seekers, job-hunting on the Internet, and using your own network to your advantage.

## Career Planning

Whether looking for a career change or just beginning your career path, this is the workshop for you. Personal inventories and informal assessments on interests, skills and values will help determine which occupations are best for you.

## Computer Basics

These one-session workshops are a practical introduction to the computer for the new user:

- Getting Started – learn how to use the mouse, put in a Flash Drive and much more!
- MS WORD 101- learn to "launch" the program and navigate the MS Word window.
- **MS Word 102** - learn to copy and paste a resume from a disk to a Flash Drive then format a resume. **You MUST have attended MS Word 101 to attend this workshop.**

By using the web based GCF Learn Free, [www.gcflearnfree.org](http://www.gcflearnfree.org) website you will find tutorials and FREE classes for MS Word, Excel and Access.

## Virtual One-Stop (VOS)

### The path to your next job!

After you have registered with the Virginia Workforce Connection are you confused on how to use the website? This workshop will walk you through placing your resume on the website, show how you can find job announcements through your work interest and help you create a Virtual Recruiter that will search the vast database of jobs that are listed through the Virginia Employment Commission that are right for you.



Services and accommodations for individuals with disabilities are available upon request

## Educational Opportunity Center (EOC)

The EOC provides FREE educational, career, financial aid information and counseling. The EOC advisor is available for appointments ONLY on Wednesday at the One-Stop Workforce Center from 9:00-4:00. Please call (757) 683-2312 to make an appointment

## GED - Adult Basic Education (ABE)

This program prepares the learner for success in a GED program. The ABE instructor will be available every Monday and Wednesday from 9:00-12:00.



OppInc.  
**One-Stop  
Workforce**  
Center  
Resources that make Hampton Roads work

Stop by or call to register for our  
Career Development Workshops  
(757) 461-7537 [www.opp-inc.org](http://www.opp-inc.org)

**Registration is required for all programs.**