The City of Alexandria
Workforce Development Center

Register on-line: **www.alexandriava.gov/WorkforceDevelopment**

Or in-person: Workforce Development Center (WDC)
1900 N. Beauregard Street, 3rd Floor, Suite 300,
Alexandria, VA 22311

Connect With Us:
www.facebook.com/WDCAlexandriaVA
www.twitter.com/WDCAlexVA
www.linkedin.com/company/workforce-development-center-city-of-alexandria-va

Specialty Training Workshops
Recurring Monthly

Orientation to the WDC Programs & Services

This workshop is offered to new job seekers who are looking for assistance in their employment search. You will learn about the Workforce Development Center programs and services and what programs may best serve your needs. (60 minutes)

Core Soft Skills: Workplace Essentials—Two– 3 hour Sessions

If you are a professional, looking to achieve a promotion, improve your employability or simply just looking to improve yourself, then this soft skills workshop could be exactly what you need. It is designed to help participants to identify and learn the importance of soft skills in the workplace, what employers look for in the ideal candidate, and how to improve existing soft skills.

The two-day workshop is comprised of modular, hands-on, engaging activities that focus on six key skill areas: communication, enthusiasm and attitude, teamwork, networking, problem-solving and critical thinking, and professionalism.

Mouse & Keyboard Skills Training

This is a great workshop for new starters to the world of computers. The workshop is designed with a tutorial to help participants who have never used a mouse or keyboard before. The workshop will cover basic parts of the mouse and keyboard as well as how to hold the mouse and how to position your hands on the keyboard. (90 minutes)

Mock Interview: Do You Know What's Involved?

This is a two-part workshop; lecture and practice session. Please ***bring a copy*** **of your resume with you.** (180 minutes)

Part I: How to Prepare for an Interview–This session offers information on current interviewing processes and practices. Participants will learn how to prepare and answer the most common and important interview questions through interactive, hands-on exercises.

Part II: Mock Interview—Would you like to practice your interviewing skills ? Then this is your opportunity to meet with an interviewer to review your interviewing skills. Your interview will be videotaped and the interviewer will provide feedback at the conclusion of the taping. **By appointment**

Basic Computer Training

Introduction to Basic Computer Training Four-3 hour Sessions

This workshop is intended for participants who are new to computers or are seeking to refresh their basic computer skills. Participants will learn basic computer functions such as turning a computer on and off, starting and closing programs. This course will focus on basic computer skills using Microsoft 7 operating system and Microsoft Word 2010.

Introduction to Microsoft Word 2010 Four-3 hour Sessions

In this course you will learn valuable word processing skills like creating, saving and retrieving documents; inserting and deleting text; formatting text; and using cut, copy and paste feature. Before you take this course, you should have some experience with using a computer and the Windows operating system.

How to Post Your Resume to the WDC Job Board

Did you know that WDC has a Job Board? And did you know that it is believed that posting your resume to a job board may be one of the most important activities that a job-seeker can perform? Well, this workshop will teach you step-by-step instructions on how to post your resume to the WDC Job Board. (90minutes)

The Complete Job Search Two-3 hour Sessions

This workshop is designed for first-time entrants into the workforce or persons who have been out of the job market for a while.

It's time to look for a job. Now what? The classified ads in the paper are shrinking in size, and the "help wanted" signs are nowhere to be found. In our increasingly digital world, social media is more important than the newspaper, employers are using websites for accepting job applications, electronic resumes have to be uploaded with the application, and personality assessments are commonplace. Filling out an application, even years ago, took about 20 minutes. Today, you might spend 45 minutes to 2 hours filling out an online application. Your time is valuable. Making sure you are applying to the job you really want is important. By the end of this course, you will be able to:

- ⇒ Find the right job or career for you
- ⇒ Search and apply to the job online
- ⇒ Create and send resumes and cover letters
- ⇒ Use email and social media in your search
- ⇒ Interview for jobs with confidence

This course will help you develop the skills you need for a successful job search .

The City of Alexandria is committed to compliance with the Americans with Disabilities Act, as amended. To request a reasonable accommodation, email: maurice.tomdio@alexandriava.gov or call our video phone 571.384.5244.

Specialty Training Workshops
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Manage Your Money While Job Searching

Life is a challenge. As the saying goes, just when you're about to make ends meet, someone moves the ends; *you lose your job*. The struggle to pay bills, housing costs and provide food and clothing for the family becomes greater. This workshop will provide the foundation for managing money under any circumstances and will cover:

- ⇒ How to develop a spending plan that will help you reach your goals
- ⇒ Why banks and credit unions are a great choice for your money
- ⇒ Demonstrate how to manage expenses if you have children, and other tips on deductions you may be able to take on your taxes
- ⇒ Personal financial planning tips, information and concrete advice on how to manage money
- ⇒ Suggestions to help you live within your means and manage debt so it doesn't manage you (180 minutes)

Meet the Employer: Interviewing From the Employer's Perspective

When it **comes** to job interviewing, you know what ***you*** want: a sweet job offer. It is always amazing, when you think about it, how little time job seekers spend thinking about their interviewer's motivations and goals. To give job seekers a better insight on what the employer is looking for in a candidate, this workshop will have, as a guest speaker, an employer from the community to discuss his/her perspectives on interviewing and hiring. (90 minutes)

Employment Strategies for Experienced Workers 50+

Employers value the talents that mature workers bring to the workplace. If you are 50 or older, you can refresh your job skills and re-enter the workforce. Learn strategies and resources experienced job seekers can use to launch a job search and find gainful and meaningful employment. (90 minutes)

Completing an Effective Employment Application Online

This workshop will demonstrate why it is important to complete all questions on a job application and tips on how best to complete each question. (90 minutes)

Basic Resume Writing

This course teaches you not just what a resume should look like, but what it should say. It walks you step-by-step through the creation of the most common sections found on resumes in today's job market. (180 minutes)

The City of Alexandria
Workforce Development Center

Department of Community and Human Services
Center for Economic Support

Career Readiness Workshops

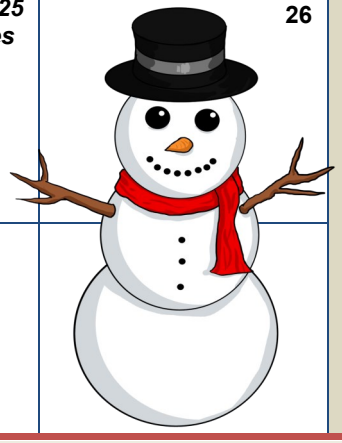
1900 N. Beauregard Street, 3rd Floor, Suite 300, Alexandria, VA 22311

Office: 703.746.5940

Hours of Operation: Monday - Friday 8 a.m. to 5 p.m.

Workshops are offered at NO COST. However, Pre-registration is Required

February 2016

Monday	Tuesday	Wednesday	Thursday	Friday
1 Orientation to the WDC Programs & Services 9:00 - 10:00 a.m. ********** The Complete Job Search Part I 9:00 a.m. - 12:00 p.m.	2 Mouse & Keyboard Skills 1:30 - 3:00 p.m.	3 Basic Resume Writing 1:30 - 3:00 p.m. ********** How to Post Your Resume to the WDC Job Board 3:00 - 3:30 p.m.	4 Completing an Effective Employment Application Online 9:00 - 10:30 a.m.	5
8 The Complete Job Search Part II 9:00 a.m. - 12:00 p.m. ********** Intro to Word - Part I 1:30 - 4:00 p.m.	9 Intro to Word Part II 1:30 - 4:00 p.m.	10 Intro to Word Part III 1:30 - 4:00 p.m.	11 Intro to Word Part IV 1:30 - 4:00 p.m.	12 Happy Valentine Weekend
15 	16 Core Soft Skills: Workplace Essentials Part I 9:00 a.m. - 12:00 p.m.	17 Basic Resume Writing 1:30 - 3:00 p.m. ********** How to Post Your Resume to the WDC Job Board 3:00 - 3:30 p.m.	18 Mock Interview: Do You Know What is Involved? 10:00 a.m. - 12:00 p.m.	19
22 Orientation to the WDC Programs & Services 9:00 - 10:00 a.m.	23 Core Soft Skills: Workplace Essentials Part II 9:00 a.m. - 12:00 p.m.	24 Basic Resume Writing 1:30 - 3:00 p.m. ********** How to Post Your Resume to the WDC Job Board 3:00 - 3:30 p.m.	25 Employment Strategies for the Experienced Worker 50+ 1:00 - 3:00 p.m.	26 
29 Orientation to the WDC Programs & Services 9:00 - 10:00 a.m. ********** How to Create a LinkedIn Account 11:00 a.m. - 12:30 p.m.				

On-Site Partners Contact Information

Alexandria/Arlington Regional Workforce Council
www.workforcecouncil.arlingtonva.us/

Alexandria Commission on Employment (ACE)
alexandriava.gov/boards/info/default.aspx?id=36532

Department of Aging and Rehabilitative Services
www.vadrs.org

Catholic Charities Migration & Refugee Service
www.ccda.net

National Council on Aging (NCOA), Senior Community Services Employment Program
571.335.4027
www.ncoa.org

Virginia Veteran and Family Support
www.dvs.virginia.gov

Linden JOBS Alexandria
Main Number: 703.521.4441
www.linden.org

Register in person or online at: www.alexandriava.gov/WorkforceDevelopment

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