



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 with their employment search. You will learn about the Workforce Development Center programs and services and what programs may best serve your needs. (60 minutes)

Completing an Effective Employment Application Online

This workshop will demonstrate why it is important to complete all questions on an online job application and tips on how best to complete each question. Participants will learn how to

- ⇒ Create an account
 - ⇒ Attach a copy of your resume
 - ⇒ Copy and paste your entire resume into an online application
 - ⇒ Enter your work history manually one field at a time
- If you're having trouble completing an employment application, then this is the workshop for you. (120 minutes)

Career Pathways & Training Programs (WIOA)

This workshop will provide general information about current Career Pathway Programs and Training opportunities offered to Alexandria residents via the WDC. Career pathways are an integrated collection of programs and services intended to develop students' core academic, technical and employability skills; provide them with continuous education, training; and place them in high-demand, high-opportunity jobs. (90 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)

Basic Computer Training

Introduction to Microsoft (MS) Word 2010 Four-3 hour Sessions

In this course you will learn valuable word processing skills such as 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. Workshop outline:

- Part 1: Understanding Word Processing
- Part II: Creating, Saving and Editing a Document
- Part III: Working with Multiple Documents and Managing Files
- Part IV: Tables, Clip Art & Photos

Prerequisite: All sections must be taken in the order as listed above.

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. Workshop outline:

- Part I: Getting to Know the Computer/Keyboard & Mouse Training
- Part II: Working with Windows
- Part III: Windows 7 Skills
- Part IV: Exploring the Internet
- Part V: Email

Prerequisite: All sections must be taken in the order as listed above.

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)

How to Create a LinkedIn Account?

This workshop will teach you how to create a LinkedIn account and give you tips on how to expand your job search through social media. **Please bring an electronic copy of your resume.** (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. (120 minutes)



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 Recurring Monthly

The Complete Job Search

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. (180 minutes)

Ace the Interview

This workshop offers information on current interviewing processes and practices. Participants will learn how to answer the most common and important interview questions through interactive, hands-on exercises. (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)

Employment Strategies for Ex-Offenders

This workshop addresses the unique barriers to employment faced by persons with a felony conviction. Learn strategies to overcome those barriers during the job search process. This workshop is open to the public but is most beneficial for those who have a criminal record or know someone who does. (90 minutes)



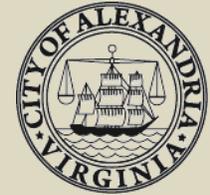
The City of Alexandria
Workforce Development Center
Department of Community and Human Services
Center for Economic Support

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**

July 2016

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4 City Offices Closed for the 4th of July	5	6 Career Pathways & Training Programs (WIOA) 10:00 to 11:30 a.m.	7	8
11 Orientation to the WDC Programs & Services 9:00 to 10:00 a.m. ***** Introduction to Basic Computer Training I 1:30 to 4:00 p.m.	12 Introduction to Basic Computer Training Part II 1:30 to 4:00 p.m.	13 Introduction to Basic Computer Training Part III 1:30 to 4:00 p.m.	14 Introduction to Basic Computer Training Part IV 1:30 to 4:00 p.m.	15
18 Orientation to the WDC Programs & Services 9:00 to 10:00 a.m.	19 Ace the Interview 10:00 a.m. to 12:00 p.m.	20 Basic Resume Writing 10:00 a.m. to 12:00 p.m. ***** Completing an Effective Application Online 1:00 to 3:00 p.m.	21 Employment Strategies for the Experienced Worker 50+ 11:00 a.m. to 1:00 p.m.	22
25 Orientation to the WDC Programs & Services 9:00 to 10:00 a.m. ***** Intro to Word Part I 1:30 to 4:00 p.m.	26 The Complete Job Search 9:00 a.m. to 12:00 p.m. ***** Intro to Word Part II 1:30 to 4:00 p.m.	27 Intro to Word Part III 1:30 to 4:00 p.m.	28 Meet the Employer: Interviewing from the Employer's Perspective 10:00 to 11:30 a.m. ***** Intro to Word Part IV 1:30 to 4:00 p.m.	29

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.cdda.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

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