



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

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 I: 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 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 Skills 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 a copy of your resume via email or on a flash drive.** (90 minutes)

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Debt and Credit Management

Financial problems hit just about everyone at one time or another. The question is, when they hit you, how will you react? Proper managing of credit and debt is very important in our everyday lives. This workshop will help participants understand debt and credit, how to use credit wisely, and how to plan for those unexpected occurrences. Course outline (120 minutes):

- ◆ What is debt? (secured and unsecured)
- ◆ Signs of Debt Distress
- ◆ What is Credit?
- ◆ What do you know about the Credit Industry
- ◆ How to create a Credit Plan
- ◆ How to create a Monthly budget

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. Course outline (120 minutes):

- ◆ Strategies to Overcome the Fear of Re-entry to the Workplace
- ◆ Resumes and Cover Letters
- ◆ Job Search Strategies
- ◆ Adapt to Today's Work Culture
- ◆ Networking
- ◆ Social Media
- ◆ Interviewing

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)

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)



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



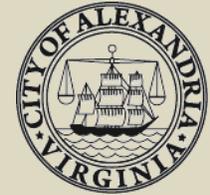
The City of Alexandria
Workforce Development Center
Department of Community and Human Services
Center for Economic Support

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**

September 2016

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|--|--|--------|
| | | | 1 Basic Resume Writing 9 to 11:00 a.m. | 2 |
| 5 City Offices Closed | 6 How to Create a LinkedIn Account 1:30 to 3 p.m. | 7 Keyboard & Mouse Skills Training 1:30 to 3 p.m. | 8 Career Pathways & Training Programs 10 to 11:30 a.m. | 9 |
| 12 Orientation to the WDC Programs & Services 9 to 10 a.m. ***** Introduction of Basic Computers Part I 1:30 to 4 p.m. | 13 Introduction to Basic Computers Part II 1:30 to 4 p.m. | 14 Introduction to Basic Computers Part III 1:30 to 4 p.m. | 15 Introduction to Basic Computers Part IV 1:30 to 4 p.m. | 16 |
| 19 Orientation to the WDC Programs & Services 9 to 10 a.m. | 20 Ace the Interview 2 to 3:30 p.m. Burke Library | 21 Debt & Credit Management 1 to 3 p.m. | 22 Completing An Effective Employment: Application Online 10 to 11:30 a.m. | 23 |
| 26 Orientation to the WDC Programs & Services 9 to 10 a.m. ***** Introduction to Microsoft Word Part I 1:30 to 4 p.m. | 27 Introduction to Microsoft Word Part II 1:30 to 4 p.m. | 28 Introduction to Microsoft Word Part II 1:30 to 4 p.m. | 29 Intro to Word Part IV 1:30 to 4 p.m. | 30 |

**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