The City of Alexandria
Workforce Development Center

Register on-line: www.alexandriava.gov/WorkforceDevelopment
Or in-person: *Job*Link Alexandria Workforce Development Center
1900 N. Beauregard Street, 3rd Floor, Suite 300,
Alexandria, VA 22311

Like us on Facebook, follow us on Twitter and link to us on LinkedIn:
www.facebook.com/JobLinkAlexandriaVA
www.twitter.com/WDCAlexVA
www.linkedin.com/company/joblink-alexandria

Two-Day Job Search Boot Camp (Intermediate)

On-going: Tuesday and Wednesday
9 a.m. to 2 p.m.

Do you need to tone and strengthen your job finding skills? Sign up for the Job Search Boot Camp and have your job search skills assessed and improve your job search through training and practice!

- *Whip your resume into shape or create your first resume*
- *March confidently into an interview*
- *Learn how to build your team of support*
- *Find out where to find that first or next job*
- *Master your interview skills to get that job*

Day One

Skills Identification

Learn to identify your skills, types of skills needed for various occupations, how and where to acquire these skills and how best to describe them when applying for a job.

Job Research

This workshop emphasizes a comprehensive approach to job search: the importance of being focused, knowing where to find jobs, uncovering the hidden job market, networking, and learning what the Career Center can do for you.

Day Two

Finding the Hidden Job Market

Networking is the game changer for finding the jobs before everyone else does. Identify your network and learn how to leverage this resource to find hidden jobs and increase your chances for getting an interview.

Mastering the Job Interview

Learn to connect with the interviewer, express yourself confidently and distinguish yourself from other candidates. Become knowledgeable of current interviewing processes and practices. Know how to answer the most common and important interview questions through interactive, hands-on exercises.

Basic Computer Training

On-going: 2nd & 4th Monday 9 a.m. to 4 p.m.

Introduction to Basic Computer Training — Two-6 hour Sessions

This workshop is intended for participants who are new to computer or are seeking to refresh their basics 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's Word 2010.

Introduction to Microsoft Word 2010 — Two—6 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. Before you take this course, you should have some experience with the computer and the Windows operating system.

Career Search Tools (Basic)

Ongoing: Tuesday 9 a.m. to 2 p.m.

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

Basic Resume Writing

Learn to create an attractive and effective resume. Pre-requisite: You must bring a copy of your most recent resume **OR** complete the Sample Employment Application which you can find in the Career Center.

Completing a Job Application

Gain a better understanding of the importance of completing all questions on a job application.

Job Search

Finding a good position can be challenging. In this workshop, you will learn search strategies that will enable you to find job openings via the Internet, networking, using social media, and professional associations.

Dress for Success

When interviewing for a job, first impressions are critical. This workshop offers techniques and simple steps that will assist job seekers in dressing for an interview.

The Art of Interviewing

The perfect workshop for those with little experience interviewing or have not interviewed in a while. Topics covered are: ***before*** the interview – preparation, proper attire, what to take; ***during*** the interview – body language, common interview questions, do's & don'ts; ***closing*** the interview– asking questions, next steps in the process, follow-up practices.

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

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.

Resume & Cover Letter Critique

Matching your skills and experience to an employer's needs is the key to developing your winning resumes and cover letters. Learn to market yourself effectively by revising and refining your resume and cover letter. Bring a copy of your resume as well as job postings you are interested in.

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 that have a criminal record or know someone who does.

Completing an Effective Employment Application

This workshop will demonstrate why it is important to complete all questions on a job application.

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.

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**. Pre-requisite: Basic computer skills.**

Hard Skills/Soft Skills: What Are Employer Look For

In this workshop, participants will learn the difference between hard skills and soft skills, top soft skills employers look for in a candidate and the importance of soft skills in getting and keeping a job.

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.

The City of Alexandria
Workforce Development Center

City of Alexandria 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

MARCH 2015

Monday	Tuesday	Wednesday	Thursday	Friday
2 *Orientation 9 a.m.* *Introduction to Computers: Window 7/ Office 2010, Part 1* *9:00 .a.m.—4 p.m.*	3 *Career Search Tools (Basic)* *9 a.m. to 2 p.m.*	4 *Ace the Interview* *9 a.m. – 10 :30 am*	5 *Basic Resume Writing* *1:00—2:30 p.m.*	6
9 *Orientation 9 a.m.*	10 *2-Day Job Search Boot Camp* *Part I (Intermediate)* *9 a. m. to 2 p.m.*	11 *2-Day Job Search Boot Camp* *Part II (Intermediate)* *9 a. m. to 2 p.m.*	12 Completing An Effective Employment Application—Online 1:30 p.m.—3:00 p.m.	13
16 *Orientation 9 a.m.* *Introduction to Computers: Window 7/ Office 2010, Part II* *9:00 .a.m.—4 p.m.*	17 *Career Search Tools (Basic)* *9 a.m. to 2 p.m.* .	18 *Basic Resume Writing* *1:00—2:30 p.m.*	19 *Employment Strategies for Experienced 50+* *1:00 pm —2:30 pm*	20
23 *Orientation 9 a.m.*	24 *2-Day Job Search Boot Camp* *Part I (Intermediate)* *9 a. m. to 2 p.m.*	25 *2-Day Job Search Boot Camp* *Part II (Intermediate)* *9 a. m. to 2 p.m.*	26 Completing An Effective Employment Application—Online 1:30 p.m.—3:00 p.m.	27
30	31			

On-Site Partners Contact Information

Alexandria/Arlington Workforce Investment Board (WIB)
www.alexandriaarlingtonwib.com

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 Veterans Virginia Wounded Warrior Program
www.weareviginiaveterans.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