

APRIL/MAY 2024 WORKSHOPS

LOUDOUN WORKFORCE RESOURCE CENTER

Our **no-cost** workshops are offered in-person at the Center or virtually via the several virtual platforms.

REGISTRATION IS REQUIRED - www.loudoun.gov/wrcworkshops

When registering, be sure to take note of which type of workshop you will be attending.

VIRTUAL WORKSHOPS

Camera & microphone capabilities on your device will enhance your virtual workshop experience.

JOB SEARCH SKILLS

Navigating Services & Getting Connected

Wed, Apr 17 12:00 - 12:30
Wed, May 1 12:00 - 12:30
Wed, May 15 3:30 - 4:00

Changing Careers

Thurs, May 2 2:00 - 3:00

How to Search for Work While Still Working

Thurs, Apr 11 10:00 - 11:00

Online Library (LCPL) Resources for Job Seekers

Tues, Apr 23 2:00 - 3:00

Negotiate Your Best Offer

Fri, May 17 10:00 - 11:00

Ask Those Who Know: Your Job Search Questions

Thurs, May 30 10:00 - 11:00

INTERVIEWING SKILLS

Successful Phone Interviewing

Fri, Apr 12 10:00 - 11:00

Identify & Leverage Your Transferable Skills

Fri, Apr 19 9:00 - 11:00

Interviewing to Get Hired (must attend both days)

Part 1: Thurs, May 2 10:00 - 12:30

Part 2: Fri, May 3 10:00 - 12:30

RESUME WRITING SKILLS

Resumes & Cover Letters: Make Yours Stand Out

Thurs, May 16 10:00 - 12:00

WORKPLACE SKILLS

Best in Class Customer Service

Thurs, Apr 18 10:00 - 12:00

Collaboration in the Workplace

Thurs, Apr 25 10:00 - 11:00

First Impressions: Bring Your "A" Game

Thurs, May 23 2:00 - 3:00

IN-PERSON WORKSHOPS

In-person workshops are held at the Center unless otherwise indicated.

COMPUTER SKILLS

MS EXCEL - Level 2

Mon, Apr 22 9:00 - 4:00

JOB SEARCH SKILLS

Meeting Employers Expectations: How Do You Measure Up?

Wed, Apr 24 10:00 - 11:30

Find a Career, Change a Career, My Next Move

Tues, Apr 30 10:00 - 11:00

Older Workers & Smart Job Search Strategies

Tues, May 14 10:00 - 12:30

RESUME WRITING SKILLS

Resume Writing Lab 101

Tues, Apr 16 9:00 - 12:00

Tues, May 7 9:00 - 12:00

NETWORKING SKILLS

30 Second Commercial - Tell Me About Yourself

Wed, Apr 17 9:00 - 11:30

The Art of Networking

Tues, May 28 9:00 - 12:30

SOCIAL MEDIA

Navigating LinkedIn for New Users (Rust Library)

Tues, Apr 9 2:00 - 3:00

INTERVIEWING SKILLS

Making the Most of Your Interviewing Style

Tues, Apr 23 10:00 - 12:30

SCAR-Q - Discover Your Competencies

Tues, May 21 10:00 - 12:00

Job Interview Practice (Brambleton Library)

Tues, May 21 2:00 - 3:30

Identify & Leverage Your Transferable Skills

Wed, May 22 9:00 - 11:30

Ready, Set, Go to the Job Fair

(virtual workshop)

Wed, May 1 | 10:00 - 11:00

Learn how to prepare to go to the job fair, how to approach companies at the job fair and how to follow up with your targeted companies after the fair.

Disability Resource & Employment Fair

Friday, May 3 | 10:00 - 2:00

Claude Moore Recreation & Community Center

46105 Loudoun Park Lane in Sterling

More info: loudoun.gov/DisabilityResourceFair



LOUDOUN WORKFORCE RESOURCE CENTER

A proud partner of the AmericanJobCenter network

Loudoun Workforce Resource Center

705 East Market Street, Suite E

Leesburg, VA 20176

Center Open to the Public

9:00am - 4:30pm - Mon, Tues, Thurs, Fri

9:00am - 12noon - Wed

Access our virtual services anytime at

www.loudoun.gov/wrc

Email: wrc@loudoun.gov

Phone: 703-777-0150/TTY 711 VA Relay

WORKFORCE RESOURCE CENTER'S INCLEMENT WEATHER POLICY

If Loudoun County Public Schools are closed due to inclement weather, all in-person workshops for the day are canceled and will be rescheduled.

All virtual workshops and virtual job events will still take place as planned.

If you require a reasonable accommodation for any type of disability in order to participate in Workforce Resource Center services, please contact the Center at 703-777-0150.

Three business days advance notice is requested.