

LWRC

WORKSHOPS

JUNE 2021

Currently, virtual workshops are offered via the **GoToMeeting** platform, except where noted. Having both camera and microphone capabilities on your device will enhance your workshop experience. Workshops are not conducted in-person.

View full descriptions of our workshop content [here](#).
Pre-registration is **REQUIRED**.



[Register for Workshops Here](#)

WRC Staff can be reached by phone or email Monday through Friday 8:30 am to 5:00 pm
(703) 777-0150
wrc@loudoun.gov



Workforce Innovation and Opportunity Act (WIOA) Youth Program

Monday, June 21 1:00 - 2:00

Finding a job isn't easy, but for a young adult with little to no work experience this can be a real challenge. The Workforce Innovation and Opportunity Act (WIOA) Youth Program assists eligible young adults ages 17 – 24 to gain the skills needed to succeed today's workforce. The program can also help with educational support, training, and career development.

Join this orientation session to learn more!

Computer Skills

Must Attend Both Sessions of the Workshop

MS Word - The Basics

Wed, June 16 9:00 - 12:00 &
Thurs, June 17 9:00 - 12:00

MS Excel - The Basics

Wed, June 16 1:00 - 4:00 &
Thurs, June 17 1:00 - 4:00
Wed, June 23 9:00 - 12:00 &
Thurs, June 24 9:00 - 12:00

MS PowerPoint - The Basics

Wed, June 23 1:00 - 4:00 &
Thurs, June 24 1:00 - 4:00

Interviewing Skills

Mock Interview - By Appointment

Tues, June 8 9:00 - 4:00
Wed, June 30 11:00 - 4:15

Successful Phone Interviewing

Wed, June 2 10:00 - 11:00

NEW! OAR Presents: What Do Employers See on Your Background Check?

Thurs, June 9 11:00 - 12:00

Job Search

How to Join GoToMeeting & Zoom Virtual Events

Wed, June 2 2:00 - 3:00

How to Avoid Job Scams

Wed, June 9 2:00 - 3:00

Negotiate Your Best Offer

Thurs, June 3 2:00 - 3:00

Your Transferable Skills

Tues, June 15 9:00 - 10:30

Resume Development

Resume Writing 101

Tues, June 1 10:00 - 11:00

Professional Resume Writing

Tues, June 29 9:00 - 1:00

Social Media

Navigating LinkedIn for New Users

Wed, June 9 9:30 - 10:30

Networking

The Art of Networking

Must Attend Both Sessions of the Workshop

Thurs, June 3 9:00 - 10:30 &
Fri, June 4 9:00 - 10:30

Small Business

Selling to the Commonwealth - eVa Registration

Mon, June 7 11:00 - 12:00

Selling to the Commonwealth - SWaM Certification

Mon, June 21 11:00 - 12:00

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.