

# Workshop Training Guide

Volume 37 Winter

January – March 2020

Please refer to the Center's calendar for a complete list of job related events. Workshops are offered at NO COST. However pre-registration is required. Register at [www.loudoun.gov/wrcworkshops](http://www.loudoun.gov/wrcworkshops). If you have questions, email [wrcworkshops@loudoun.gov](mailto:wrcworkshops@loudoun.gov) or call 703-777-0150.

(Please review both sides of the Workshop Guide)

## January 2020 (Registration Opens 12/11/19)

Mon	Jan 6	9:00 – 4:00	MS Word – The Basics
Mon	Jan 6	10:00 – 11:00	Is WIOA Right for You?
Tues	Jan 7	9:00 – 1:00	Resume Writing 101
Tues	Jan 7	2:00 – 4:00	Best in Class Service – Customer Service Skills
Wed	Jan 8	10:00 – 11:00	Find a Career...Change a Career...My Next Move
Thurs	Jan 9	9:00 – 4:00	MS Excel – The Basics
Thurs	Jan 9	10:00 – 12:30	Older Workers & Smart Job Search Strategies
Mon	Jan 13	9:00 – 4:00	MS PowerPoint – The Basics
Tues	Jan 14	9:00 – 12:30	Mock Interview – <i>by Appointment</i>
Tues	Jan 14	9:00 – 4:00	MS Outlook – The Basics
Wed	Jan 15	9:30 – 11:30	Navigating LinkedIn for New Users
Thurs	Jan 16	9:00 – 4:00	MS Excel – The Basics
Fri	Jan 17	9:00 – 3:00	Professional Resume Writing
Fri	Jan 17	10:00 – 12:00	Social Media & Job Search
Tues	Jan 21	10:00 – 12:00	Your Transferable Skills
Tues	Jan 21	1:30 – 3:30	The Mystery of the Applicant Tracking System (ATS)
Tues	Jan 21	1:30 – 4:00	Interviewing Styles
Wed	Jan 22	10:00 – 12:00	Northern VA Senior Community Employment Program (SCSEP)
Thurs	Jan 23	11:00 – 3:30	Mock Interview – <i>by Appointment</i>
Fri	Jan 24	9:00 – 1:00	Resume Writing 101
Mon	Jan 27	9:00 – 4:00	MS Word – The Basics
Mon	Jan 27	10:00 – 11:00	Is WIOA Right for You?
Tues	Jan 28	9:30 – 12:00	MS Word – The Basics (Condensed)
Tues	Jan 28	10:00 – 12:00	Strategize Your Job Search
Wed	Jan 29	9:30 – 11:30	LinkedIn Profile Check Up

## February 2020 (Registration Opens 1/8/20)

Mon	Feb 3	9:00 – 4:00	MS Word – The Basics
Mon	Feb 3	10:00 – 11:00	Is WIOA Right for You?
Tues	Feb 4	9:00 – 4:00	MS Excel – The Basics
Tues	Feb 4	11:00 – 3:30	Mock Interview – <i>by Appointment</i>
Wed	Feb 5	10:00 – 11:00	Find a Career...Change a Career...My Next Move
<b>NEW!</b>	<b>Feb 6 &amp; Feb 7</b>	<b>9:00 – 4:00 (Both Days)</b>	<b>Jump Start Your Job Search</b>
Mon	Feb 10	9:00 – 4:00	MS PowerPoint – The Basics
Tues	Feb 11	9:00 – 1:00	Resume Writing 101
Wed	Feb 12	9:30 – 11:30	Navigating LinkedIn for New Users
Thurs	Feb 13	9:00 – 4:00	MS Excel – The Basics
Fri	Feb 14	10:00 – 11:30	Controlling My Time
Tues	Feb 18	9:30 – 12:00	MS Word – The Basics (Condensed)
Tues	Feb 18	9:00 – 12:30	Mock Interview – <i>by Appointment</i>
Wed	Feb 19	9:30 – 11:30	So You Think You Can Interview?
Thurs	Feb 20	10:00 – 12:00	SCARQ – Discover Your Competencies
Fri	Feb 21	10:00 – 12:30	30 Second Commercial – “So Tell Me About Yourself”
Mon	Feb 24	10:00 – 11:00	Is WIOA Right for You?
Mon	Feb 24	10:00 – 12:00	Selling to the Commonwealth Certification Information Session
Wed	Feb 26	9:30 – 11:30	LinkedIn Profile Check Up
Fri	Feb 28	9:00 – 1:00	Resume Writing 101

**U.S. Census  
Recruitment Events**  
View full schedule  
and register:  
[www.Loudoun.gov/  
wrcworkshops](http://www.Loudoun.gov/wrcworkshops)



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(Please review both sides of the Workshop Guide)

March 2020 (Registration Opens 2/12/20)			
Tues	March 3	9:00 – 4:00	MS Excel – The Basics
Tues	March 3	1:00 – 3:00	Name That Interview
Wed	March 4	10:00 – 11:00	Find a Career...Change a Career...My Next Move
Thurs/Fri	March 5 & March 6	9:00 – 4:00 (Both Days)	Jump Start Your Job Search
Mon	March 9	9:00 – 4:00	MS Outlook – The Basics
<i>Special Event!</i> Tues	March 10	9:00 – 10:30 11:00 – 12:30 1:30 – 3:00	Resume Discovery
Wed	March 11	9:30 – 11:30	Navigating LinkedIn for New Users
Thurs	March 12	9:00 – 4:00	MS Excel – The Basics
<b>NEW!</b> Thurs	March 12	10:00 – 11:30	Networking for Introverts – at Rust Library
Fri	March 13	9:00 – 3:00	Professional Resume Writing
<i>Special Event!</i> Fri	March 13	10:30 – 12:00	Job Success – Stand Out as a Great Employee
Fri	March 13	9:00 – 12:30	Mock Interview – <i>by Appointment</i>
Mon	March 16	9:00 – 4:00	MS Word – The Basics
Mon	March 16	10:00 – 11:00	Is WIOA Right for You?
Tues	March 17	9:30 – 12:00	MS Word - The Basics (Condensed)
Tues	March 17	1:30 – 3:30	The Mystery of the Applicant Tracking System (ATS)
Wed	March 18	10:00 – 11:30	Social Media & Job Search
Thurs	March 19	10:00 – 12:00	Northern VA Senior Community Employment Program (SCSEP)
Thurs	March 19	10:00 – 12:30	Older Workers & Smart Job Search Strategies
Fri	March 20	10:00 – 12:30	Interviewing Styles
Tues	March 24	10:00 – 11:30	Networking for Introverts
Wed	March 25	9:30 – 11:30	LinkedIn Profile Check Up
Thurs	March 26	10:00 – 12:00	SCARQ – Discover Your Competencies
Fri	March 27	9:00 – 1:00	Resume Writing 101
Mon	March 30	10:00 – 11:00	Is WIOA Right for You?
Tues	March 31	11:00 – 3:30	Mock Interview – <i>by Appointment</i>

**Incident Weather Policy**  
The workforce Resource Center will operate on the same schedule as the Loudoun County Public Schools (LCPS)—if LCPS are cancelled or on a 2-hour delay, workshops and events are cancelled. Please call 703-777-0150 ahead of time to see if the Workforce Resource Center is open.

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.

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