





# NORFOLK CENTER EVENTS CALENDAR

## JANUARY 2025



Norfolk Hours of Operation  
 Monday- Thursday 8:30am-4:00pm  
 Friday 8:30am-12:00pm

Virginia Career Works – Norfolk Center 861 Glenrock Road – Suite 100 Norfolk, VA 23502 757-461-7537 Fax: 757-461-6117

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	If I cannot do great things I can do small things In a great way -Martin Luther King Jr.	1 <b>CENTER CLOSED</b> 	2 Group Certification 1–2:30pm	3 <b>CLOSED 12:00pm</b>
6	7 GED 9:30am-11:30am Group Certification 9–10:30am	8 GED 9:30am-11:30am <b>CENTER CLOSED 3:00pm</b> <a href="#">Using Social Media for Job Search</a> 9:30-11:00am	9 GED 9:30am-11:30am <a href="#">Interview Techniques</a> 1:00-2:30pm	10 <b>CLOSED 12:00pm</b>
13 MS WORD 101 (In Person Only) 9:00-10:30am	14 GED 9:30am-11:30am <a href="#">Job Search Strategies</a> 1:30-3:00pm	15 GED 9:30am-11:00am 	16 GED 9:30am-11:30am Group Certification 1–2:30pm <a href="#">Marketing Your Resume</a> 9:00-10:30am	17 <b>CLOSED 12:00pm</b>
20 <b>CENTER CLOSED</b> 	21 GED 9:30am-11:00am Group Certification 9–10:30am	22 GED 9:30am-11:00am <a href="#">Interview Techniques</a> 9:00-10:30am	23 GED 9:30am-11:00am <a href="#">Using Social Media for Job Search</a> 2:00-3:30pm	24 <b>CLOSED 12:00pm</b>
27 	28 GED 9:30am-11:00am <a href="#">Marketing Your Resume</a> 1:00-2:30pm	29 GED 9:30am-11:00am <a href="#">Job Search Strategies</a> 9:00-10:30am	30 GED 9:30am-11:00am Group Certification 1–2:30pm	31 <b>CLOSED 12:00pm</b>



HAMPTON ROADS REGION

[WWW.THEWORKFORCECOUNCIL.ORG](http://WWW.THEWORKFORCECOUNCIL.ORG)

Funded 100% through a WIOA Title I grant provided by the U.S. Department of Labor. The program does not receive financial support from non-governmental sources.

It is an equal opportunity program and auxiliary aids and services are available upon request to individuals with disabilities. TDD: VA Relay Center: 711

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## **LATE OPENING AND CLOSURES**

**\*\*OFFICE CLOSES 12PM NOON ON FRIDAYS\*\***

**JANUARY 1 – NEW YEAR’S DAY, CENTER CLOSED**

**JANUARY 8 – CENTER CLOSED 3:00PM**

**JANUARY 20 – MARTIN LUTHER KING JR. DAY, CENTER CLOSED**

# **VIRGINIA CAREER WORKS – NORFOLK CENTER**

**AUXILIARY AIDS AND SERVICES ARE AVAILABLE  
UPON REQUEST TO INDIVIDUALS WITH DISABILITIES**

**Virginia Career Works – Norfolk Center 861 Glenrock Road – Suite 100 Norfolk, VA 23502 Phone 757-461-7537 Fax: 757-461-6117**

**You can complete our orientation online! Orientation is available online from any internet-based computer at:**

<https://www.theworkforcecouncil.org/vcw-orientation/>

**INTAKE IS DONE MONDAY, TUESDAY, WEDNESDAY, AND THURSDAY ONLY FROM 8:30AM - 4:00 PM**

**For job search and computer use the Resource Room is open Monday - Thursday. from 8:30am - 4:00 pm Fridays 8:30am – 12:00pm**

**You must register with the Virginia Workforce Connection site at: <https://vawc.virginia.gov>**

**Please bring your valid state/government photo ID and Social Security card.**

**Group Certification - (*To attend, clients must complete all prior steps discussed in Orientation and Intake.*) Group Certification is only hosted on Tuesday and Thursday of EVERY OTHER WEEK. On Tuesday, Group Certification starts at 9:00 a.m. and sign up begins at 8:30 a.m. On Thursday, Group Certification starts at 1:00 p.m. and sign up begins at 12:00 p.m.**

**Attendance is required for individuals interested in WIOA funding for training. Children are not permitted in Group Certification or in person Workshops.**

## **Employment Workshop Descriptions**

**Using social media for Job Search** – Learn the importance of using social media to build your profile, network, and follow companies using LinkedIn, Facebook, and Twitter.

**Marketing Your Resume** – These days, a top-notch resume will assist you in getting an interview. Learn how to market and target your skills, accomplishments, experience, and keywords with an impressive resume. Bring a paper copy of your current resume to critique.

**Job Search Strategies** – Learn more about the crucial steps in the job search process. This workshop addresses untapped resources and services available to job seekers, job-hunting on the Internet, and using your own network to your advantage.

**Interview Techniques** - Want to feel confident at your next job interview? This workshop teaches you how! Topics include positive answers to difficult questions, dressing for success, and the importance of body language, good attitude and making the “best” first impression. Interview follow-up and salary negotiation are also discussed.

**Microsoft Word 101** – Participants learn to “launch” the program and navigate the MS Word windows. Presented by Region 20 South Eastern Adult and Continuing Education Partners.



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**Using Social Media for Job Search** – January 8, 2025, 9:30-11:00am  
<https://us02web.zoom.us/meeting/register/tZMpfuirrjMrG9JWhTBNMdGukf62kZzX9jvV>

**Interview Techniques** – January 9, 2025, 1:00-2:30pm  
<https://us02web.zoom.us/meeting/register/tZMtf-muqjojGNV8rhbrr6EDhPO5nrvWCYUL>

**MS WORD 101** – January 13, 2025, 9:00am-10:30am  
In Person Only

**Job Search Strategies** – January 14, 2025, 1:30-3:00pm  
[https://us02web.zoom.us/meeting/register/tZcrcOupqTMpGtbB-PTtkMUOPty8LcvLW\\_8s](https://us02web.zoom.us/meeting/register/tZcrcOupqTMpGtbB-PTtkMUOPty8LcvLW_8s)

**Marketing Your Resume** – January 16, 2025, 9:00-10:30am  
<https://us02web.zoom.us/meeting/register/tZEsce6uqT8pH9Qa18T1bwRykwE4vaMMJolv>

**Interview Techniques** – January 22, 2025, 9:00-10:30am  
<https://us02web.zoom.us/meeting/register/tZlvcu2tpzkvHdwG-r-7up2acF0zvy9el6Pt>

**Using Social Media for Job Search** – January 23, 2025, 2:00-3:30pm  
<https://us02web.zoom.us/meeting/register/tZ0od-qtqj8rHdQ49r71A6L62F9wwGGd2b4L>

**Marketing Your Resume** – January 28, 2025, 1:00-2:30pm  
<https://us02web.zoom.us/meeting/register/tZcrcOyupz8rGN0ihT9tLXrVRTxgGgU1nDkM>

**Job Search Strategies** – January 29, 2025, 9:00-10:30am  
<https://us02web.zoom.us/meeting/register/tZAvc-yhrzooHtdGwdbVUS9GIMKfl8o4YEUb>



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