

NORFOLK CENTER EVENTS CALENDAR

NOVEMBER 2024



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
				1 CLOSED 12:00 pm
4	5 CENTER CLOSED REMEMBER TO VOTE 	6 GED 9:30am-11:30am Marketing Your Resume 2:00-3:30pm	7 GED 9:30am-11:30am Group Certification 1–2:30pm Using Social Media for Job Search 9:30-11:00am	8 CLOSED 12:00 pm
11 CENTER CLOSED 	12 GED 9:30am-11:30am Group Certification 9–10:30am Job Search Strategies 2:00-3:30pm	13 GED 9:30am-11:30am CENTER CLOSED 3:00pm Interview Techniques 10:30-12:00pm	14 GED 9:30am-11:30am	15 CLOSED 12:00pm
18 MS WORD 101 (In Person Only) 9:00-10:30am	19 GED 9:30am-11:30am Using Social Media for Job Search 1:30-3:00pm	20 GED 9:30am-11:30am	21 GED 9:30am-11:30am Group Certification 1–2:30pm Marketing Your Resume 9:00-10:30am	22 CLOSED 12:00pm
25	26 GED 9:30am-11:30am Group Certification 9–10:30am Interview Techniques 1:00-2:30pm	27 GED 9:30am-11:30am CENTER CLOSED 12:00pm	28 CENTER CLOSED 	29 CENTER CLOSED



HAMPTON ROADS REGION

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****

NOVEMBER 5 – ELECTION DAY, CENTER CLOSED
NOVEMBER 11 - VETERANS DAY, CENTER CLOSED
NOVEMBER 13 – CENTER CLOSSES AT 3:00PM
NOVEMBER 27 – CENTER CLOSSES AT 12PM
NOVEMBER 28/29 - THANKSGIVING, CENTER CLOSED

VIRGINIA CAREER WORKS – NORFOLK CENTER

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

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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: www.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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Marketing Your Resume – November 6, 2024, 2:00-3:30pm
<https://us02web.zoom.us/meeting/register/tZcrf-ivpjkvHNPSlt3oOEajhHfCAkxteWKe>

Using Social Media for Job Search – November 7, 2024, 9:30-11:00am
<https://us02web.zoom.us/meeting/register/tZUrcemsrTwuHtY-i6KgVcfl9edCxsEIS8ee>

Job Search Strategies – November 12, 2024, 2:00-3:30pm
<https://us02web.zoom.us/meeting/register/tZlkdOGqrjMpGdlWlgh1taVG3zDoqUxkloYV>

Interview Techniques – November 13, 2024, 10:30-12:00pm
https://us02web.zoom.us/meeting/register/tZUtdcuppj0qHdbtCU_fmQemptL6OKrqSRnZ

Using Social Media for Job Search – November 19, 2024, 1:30-3:00pm
https://us02web.zoom.us/meeting/register/tZlvcOiupz4vGdRS_y1vygNC7Fy3n8MWq6iR

Marketing Your Resume – November 21, 2024, 9:00-10:30am
<https://us02web.zoom.us/meeting/register/tZwkceispzksHdbCDjUnQc8caRP9nEkmnP6p>

Interview Techniques – November 26, 2024, 1:00-2:30pm
<https://us02web.zoom.us/meeting/register/tZAtdOGtpjopGddnniJQOyEkl0tqBl-mGCqp>



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