

Workforce Resource Center Workshop Descriptions



All workshops are offered at no cost; however, pre-registration is required.
To register, visit www.loudoun.gov/wrcworkshops

Currently, workshops are offered via the GoToMeeting virtual platform and on-site, in the Center. When registering, be sure to take note of which type of workshop you will be attending. The workshop title will indicate "VIRTUAL" or "ON-SITE".

If you require a reasonable accommodation for any type of disability in order to participate, please contact the Center at 703-777-0150. Three business days advance notice is requested.

BASIC COMPUTER SKILLS

MS Word – The Basics (Full Day): This full-day, basic-level workshop serves as an introduction to MS Word for those who have little to no experience using the software. Topics covered include: Opening MS Word on a PC, Saving Documents, Navigating the Toolbars and tabs, Formatting a Document, Inserting and Adding Objects, Creating a Table and Printing Documents.

Pre-requisites: You must have some ability to type and use a mouse.

MS Word – The Basics (Condensed): This half-day, basic-level workshop serves as an introduction to MS Word for those who have little to no experience using the software. Topics covered include: Opening MS Word on a PC, Saving Documents, Navigating the Toolbars and tabs, Formatting a Document, Inserting and Adding Objects, Creating a Table and Printing Documents. This workshop moves at a faster pace and in half the time of the Full Day MS Word workshop.

Pre-requisites: You must have some ability to type and use a mouse.

MS PowerPoint – The Basics (Full Day): This basic level workshop serves as an introduction to MS PowerPoint for those who have little to no experience using the software. Topics covered include: Navigating the Toolbar, Formatting Slides, Inserting & Adding Objects, and Printing Options.

Pre-requisites: You must have some ability to type and use a mouse.

MS Excel – Level 1 (Full Day): This basic level workshop serves as an introduction for those who have little to no experience using the software. Topics covered include An Overview of the Excel Functions, Opening, Creating, Formatting, Saving, and Editing Workbooks, Moving & Copying Cells, and Positioning Cell Data.

Pre-requisites: You must have some ability to type and use a mouse.

MS Excel – Level 2: This full day, advanced level workshop serves as a continuation of more complex Excel topics for those who have completed the MS Excel – The Basics workshop at the LWRC in the past 6 months **or** have successfully completed an assessment with WRC staff. Topics covered include PivotCharts, PivotTable Layout, Macros, Troubleshoot Formulas, Advanced Formatting and Formulas and Analyze Data, Tables, Advanced Features of Absolute References, Name Manager/Name Cells and Look Up Functions.

Pre-requisites: You must have some ability to type and use a mouse. You must have attended the MS Excel – The Basics/Level 1 workshop at the LWRC within the past 6 months, or have successfully completed a Microsoft Excel 2016 assessment with a passing score of 70%. You will need to contact the Center in order to take the assessment (703-777-0150).

CAREER CHANGERS

Changing Careers (View on our Website): Changing careers is never easy. It can be a difficult decision to make. You'll learn about the signs that indicate you need a change, what you need to take into consideration with a career change and how to manage your career change. (This workshop is available as an online presentation. <https://www.loudoun.gov/DocumentCenter/View/128466>)

IDENTIFY YOUR SKILLS

Find a Career...Change a Career...My Next Move: In this workshop, you will learn how to use this online tool to search for different occupations and the skills needed in that occupation. Take advantage of the online interest profiler to help you best match your skills and interests to find the career suited for you.

Your Transferable Skills: Skills are acquired in a variety of settings in work and life. Transferable skills are those that can be used in every occupation, regardless of the type of work. Knowing your transferable skills can help you choose a career or make a career change. Identifying your transferable skills also gives you a better sense of the strengths you can offer employers. In this workshop you'll have the opportunity to identify your transferable skills and reflect on how you can best apply them to your next position.

INTERVIEWING SKILLS

Interviewing to Get Hired: The A-Z of what you need to know about the interview process. Get a better understanding of what to expect from identifying your transferable skills to highlighting your skills and achievements through story telling. This two half-day bootcamp workshop will help you put it all together and prepare you to be more successful in your future interviews.

Interviewing Styles: Interviewing is one of the most challenging parts of a job search; and, yet effective interviewing skills are most critical. How you approach an interview is often a function of your personality, also known as your interview style. In this workshop, you will identify your approach to interviewing based on your personality. We'll also take a look at the key components of interview questions and discuss how to best approach them.

Mock Interview (offered by appointment only): The Mock Interview is a 60-minute individual session to help you prepare and strategize for future interviews. Primarily, behavioral-based interview questions will be presented and you will be asked to respond as you would in a real interview. You will be video-taped and the interview played back to give you constructive feedback on your interviewing style and how you responded to the questions.

If the Mock interview is done using a virtual platform, you will be recorded and be given constructive feedback on your interviewing style and how you responded to the questions. After the session, the recorded interview link will be sent to the email that you registered with.

Recommended: You may benefit from attending these workshops prior to having a Mock Interview:

- 30 Second Commercial – “So Tell Me About Yourself”
- SCARQ – Discover Your Competencies
- Interviewing Styles

Mock Panel Interview (offered by appointment only): The Mock Panel Interview is a 60-minute individual session to help you prepare and strategize for interviews involving two or more interviewers. You will be video-taped and the interview played back to give you constructive feedback on your interviewing style and how you responded to the questions.

If the Mock interview is done using a virtual platform, you will be recorded and be given constructive feedback on your interviewing style and how you responded to the questions. After the session, the recorded interview link will be sent to the email that you registered with.

SCAR-Q, Discover Your Competencies: S = Situation C = Challenge A = Action R = Result Q = Quantify. Learn how to relate your accomplishments and demonstrate your skills by “telling a story” using the SCAR-Q format. After this workshop you will understand how to highlight your career skills and be able to talk about those skills and experiences in an interview setting.

Required: Bring with you a job posting for which you are applying.

So You Think You Can Interview? The perfect workshop for those who have little experience with interviewing, or have not interviewed in a long time. Topics covered are: *before* the interview preparation, proper dress, what to take, *during* the interview body language, common interview questions, do’s & don’ts, *closing* the interview, asking questions, next steps in the process and follow up practices. Then, be prepared to practice interview questions and get useful feedback from other participants and the trainer. (This workshop is also available as an online presentation <https://www.loudoun.gov/DocumentCenter/View/123891>)

Successful Phone Interviewing (Attend on-site or View on our Website): The lack of visual communication during a phone interview offers you some advantages. Be ready for your next phone interview by learning some of the fundamentals that will make your next phone interview more effective.

10 Top Reasons You Didn’t Get Hired: There could be any number of reasons you’re not getting the job you’re after. You can’t control every aspect of the hiring process, but there are some that you can. Very likely, there’s something you’re doing--or not doing to lessen your chances of getting a job offer. You could be guilty of one of these common job interview mistakes. Register to learn more.

NETWORKING SKILLS

30 Second Commercial - So Tell Me about Yourself: Networking can be easy and more comfortable if you have a 30 Second Commercial prepared. Also known as an “elevator speech,” the commercial is your first chance to introduce yourself to someone and give them a short synopsis of your skills and experience with the goal of getting them to ask you for more information. In this workshop, learn what elements go into your 30 Second Commercial, write it and then practice, practice, practice!

Networking Fundamentals: Networking is a strategy to open up opportunities and possibilities in your job search. Learn the essentials of Networking to re-invigorate your professional relationships and engage in new connections and new networks.

Networking for Introverts: Networking is an essential element of today's job search. Having to put yourself in the hands of a stranger or acquaintance for help is hard, stressful, and uncomfortable--*especially* if you are shy. Learn tips and advice to make the networking process easier...or at least tolerable for Introverts.

The Art of Networking: Like it or not, in today's world, networking is a necessary component of your job search. As studies have shown, up to 80% of jobs aren't advertised—they are filled by word of mouth. Networking leads to more job and business opportunities. Learn to hone your networking skills by how to introduce yourself by highlighting your skills and how to build and maintain your network to increase your job prospects.

RESUME DEVELOPMENT

Professional Résumé Writing: This one-on-one session is for those who are targeting their résumé toward a particular job opening, profession or specific employment sector.

Pre-Requisites: You must be working with an Employment or VIEW counselor who recommends you for this opportunity. You must have the ability to type using MS Word and/or have your résumé in MS Word in electronic form.

Resumes & Cover Letters – Make Yours Stand Out: A resume and cover letter are your written marketing tools to make an impact on a potential employer. Writing a quality resume and cover letter begins with a compelling, targeted summary of your employment objective, skills and experiences. Learn the essentials of writing your resume and cover letter so that you stand a better chance of getting noticed by hiring managers. The goal is to make your materials so appealing that the reader wants to meet you!

Résumé Writing 101: Whether you are returning to the workforce after a long gap or are new in your career with little work experience, this workshop will teach you the basics of putting together an attractive and effective résumé.

Pre-Requisites: 1) You must have some ability to type and use a mouse. 2) Must bring a copy of your most recent résumé (on a flash drive if possible) OR complete the Résumé Worksheet (available at the Center or on our website) OR bring a complete work history including: dates of employment, name of company, your job title, and your major responsibilities for each position you have held.

SOCIAL MEDIA

LinkedIn Profile Check Up: (offered by appointment only) This 30 minute individual session is a review of your LinkedIn profile, conducted via phone consultation. This session is designed for people who are experienced professionals or those who have attended Navigating LinkedIn for new Users. The time will be spent evaluating the strength of your LinkedIn profile content and offering suggestions to optimize it.

Pre-requisites: If you are a new LinkedIn user, it is recommended that you register for Navigating LinkedIn for New Users prior to registering for LinkedIn Profile Check Up.

You must be able to access your LinkedIn account with your username and password.

THIS WORKSHOP IS OFFERED BY REQUEST AND WILL BE CONDUCTED VIA PHONE CONSULTATION.

Navigating LinkedIn for New Users: Are you using social media to your advantage? This workshop is geared for those who have an established LinkedIn account but don't know how to utilize its options. We will walk you through the steps to personalize your LinkedIn URL, review your privacy settings, create an effective LinkedIn profile and show you how to access those tabs that can supercharge your job search and social networking efforts.

Pre-requisites: You must have an active LinkedIn account with your username and password, basic computer skills, knowledge of how to navigate the internet, typing and keyboarding skills.

Social Media & Job Search: The top three social media sites for job search success are LinkedIn, Facebook and Twitter. Human Resource professionals report that they use social media sites when sourcing candidates to fill their jobs. Learn how to leverage social media to be more successful in your job search.

JOB SEARCH SKILLS

Jump Start Your Job Search: Get off to a great start with your job search by attending this 2 day workshop. Learn about the essentials of organizing a job search, identifying your transferable skills and preparing for networking and interviewing.

Day 1

Strategize Your Job Search

Identify Your Transferable Skills

Learn about tools for Career Assessment and Exploring Occupations

Day 2

Prepare Your 30 Second Commercial & personal business cards

Networking to Land a Job

Learn about Resume Resources

Managing the Stress of a Job Search

Older Workers & Smart Job Search Strategies: In this workshop, we'll look at ways you can make a positive, long-lasting impression on hiring managers so that all candidates for the job can be equitably assessed by the only real criteria that matters --"Who is the best candidate for the job?"

Strategize Your Job Search: Today's job search has changed tremendously. There is lots of advice out there—some good, some typical, some practical and some creative. There are no magic bullets to finding a job, but one thing is clear, you must job search with a plan—intelligently and strategically. Learn some of the valuable tips for strategizing and succeeding in your job search.

MANAGING UNEMPLOYMENT

Coping with Unemployment (View Online): The loss of a job can be a profound experience. In this workshop, learn how to deal with unemployment to survive it in the most positive and productive way possible. (This workshop is available as an online presentation.

<https://www.loudoun.gov/DocumentCenter/View/136180>)

WORKPLACE SKILLS

Collaboration in the Workplace: The power of collaboration lies in combining the talents of a group in order to maximize the amount of energy, passion and creativity contributed by each member. It's the ongoing process of having the tools, processes, and the environment to be able to communicate, innovate, problem solve and think creatively to reach a common goal. Attend and learn about the importance of collaboration in the workplace.

Controlling My Time: Learn to organize and control your time better by applying some simple techniques of planning, recognizing distractions and interruptions, responding to those distractions appropriately and then recovering to get back on track.

First Impressions: Bring Your "A" Game: Right or wrong, we make judgements about people we meet in the first few seconds of interacting with them. How we present ourselves is critical, especially in an interview and when we meet our co-workers for the first time. In this workshop you'll learn about essential workplace skills and what contributes to making a good first impression – in-person and digitally.

What's the Problem? – Problem Solving Skills: Problem solving is a key skill that is highly marketable. Employers need people who can think on their feet. In this workshop, we'll discuss seven steps to improving your problem-solving skills and work on some actual problems to solve.

OTHER WORKFORCE TOPICS

How to Avoid Job Scams: Ever seen a job that looked too good to be true? Is it real or is it a scam? In this workshop, you'll learn about some tell-tell signs to help you identify deceiving job postings and get some insider information on how the Human Resources recruitment process works.

How to Join GoToMeeting & Zoom Virtual Platforms: Are you new to the world of virtual communication? If so, this workshop highlights the basics of joining two commonly used virtual platforms, GoToMeeting and Zoom. Learn how to check your settings, camera and microphone. Practice with the presenters and get more comfortable using these virtual platforms.

Job Seekers Support Group: This twice monthly group session (1st and 3rd Mondays of the month) is a virtual opportunity for job seekers to gather and serve as a source of support for one another in a group format and create a sense of community. In these staff facilitated sessions, participants will have the opportunity to address job seeking strategies and obstacles through open discussion, active engagement and a general willingness to participate.

Negotiate Your Best Offer: Finally, you've been offered a position! Before accepting the offer, learn what comprises a compensation package and the do's and don'ts of negotiation. Understand some of the myths and realities of negotiating the offer, look at salary resources and how to compare multiple offers. Get real time practice and actually negotiate an employment offer.

The Competitive Edge – Attending Virtual Career Fairs: As a sign of the times, businesses are now turning to technology to interview and hire employees. Learn the essentials for job success at your next virtual career fair, to include:

- understanding the technology
- knowing what to expect during the fair

- making the best impressions and interactions
- following up with employers

The workshop ends with a discussion and audience questions.

The Mystery of Applicant Tracking Systems: Applicant Tracking Systems (ATS) are essential for most employers. Come learn why and how some best practices can make them work for you. We'll also cover some of the sensitive employment questions, such as, but not limited to EEOC statements, disability, medical and other protected category questions associated with ATS.