

LWRC WORKSHOPS JANUARY 2022



Currently, workshops are offered via the **GoToMeeting** virtual platform and on-site at the Center. Pre-registration is required. 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."

www.loudoun.gov/wrcworkshops

View full descriptions of our workshop content [here](#).

Pre-registration is REQUIRED.



[Register for Workshops Here](#)

Workshops Offered by Appointment

These workshops are offered virtually or on-site by appointment. Please contact our center at 703-777-0150 X1 for information and scheduling.

- ⇒ **Mock Interview**
- ⇒ **Panel Mock Interview**
- ⇒ **LinkedIn Profile Check Up**



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.

SPECIAL! January 17 - 21

INTERVIEW WEEK: A CONCENTRATION OF INTERVIEW RELATED WORKSHOPS

30 Second Commercial - So Tell Me About Yourself (V)	
Thurs, Jan 20	1:30 - 3:00
SCARQ - Discover Your Competencies (V)	
Tues, Jan 18	2:00 - 4:00
Interviewing to Get Hired (V) (Must attend both sessions)	
Thurs, Jan 20 - Part 1	9:00 - 11:30
Fri, Jan 21 - Part 2	9:00 - 11:30
NEW! 10 Top Reasons You Didn't Get Hired (V)	
Fri, Jan 21	2:00 - 3:30

ON-SITE WORKSHOPS AT CENTER *On-site workshops held in-person at the Center*

Job Search Skills

Older Workers & Smart Job Search Strategies	
Tues, Jan 11	10:00 - 12:30

Workplace Skills

What's the Problem - Problem Solving Skills	
Wed, Jan 12	9:30 - 11:30

Resume Development

Resume Writing 101 Lab	
Wed, Jan 19	9:00 - 12:00

Computer Skills

MS Excel - Level 1	
Mon, Jan 10	9:00 - 4:00
Tues, Jan 25	9:00 - 4:00
MS PowerPoint - The Basics	
Mon, Jan 24	9:00 - 4:00
MS Word - The Basics	
Thurs, Jan 13	9:00 - 4:00

VIRTUAL WORKSHOPS

Having both camera and microphone capabilities on your device will enhance your virtual workshop experience.

Interviewing Skills

Your Transferable Skills	
Tues, Jan 11	2:00 - 4:00

Resume Development

Resumes & Cover Letters—Make Yours Stand Out	
Fri, Jan 7	10:00 - 12:00

Networking Skills

Networking Fundamentals	
Fri, Jan 7	2:00 - 3:00

Workplace Skills

First Impressions - Bring Your "A" Game	
Thurs, Jan 13	10:00 - 11:00
SPECIAL! Remote Work in the New Normal	
Thurs, Jan 27	10:00 - 11:00