

Employment Workshop Descriptions

OppInc.
One-Stop Workforce Center
Will be Closed
July 5, 2010
In Observance of the
4th of July

Orientation

Orientation starts daily at 9:00 with arrival time 8:30 and 1:00 with arrival time at 12:30. Please bring your valid photo ID and Social Security card. Orientation provides an introduction to the facility while learning more about programs and services; self-directed resources, customized assistance and Partner Services offered at the One-Stop Workforce Center.

Resume 101

These days, a top-notch resume will assist you getting to an interview. Learn how to market your skills, knowledge, accomplishments, and experience with an impressive resume. This workshop includes tips on style, formats and function.

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.

Career Planning

Whether looking for a career change or just beginning your career path, this is the workshop for you. Personal inventories and informal assessments on interests, skills and values will help determine which occupations are best for you.

Computer Basics

These one-session workshops are a practical introduction to the computer for the new user:

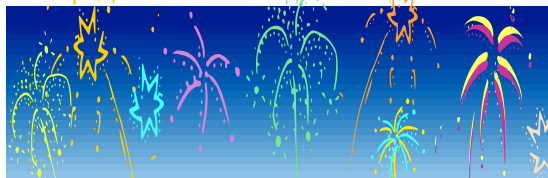
- Getting Started – learn how to use the mouse, put in a Flash Drive and much more!
- MS WORD 101- learn to "launch" the program and navigate the MS Word window.
- MS Word 102 - learn to copy and paste a resume from a disk to a Flash Drive then format a resume. **You MUST have attended MS Word 101 to attend this workshop.**

By using the web based GCF Learn Free, www.gcflearnfree.org website you will find tutorials and FREE classes for MS Word, Excel and Access.

Virtual One-Stop (VOS)

The path to your next job!

After you have registered with the Virginia Workforce Connection are you confused on how to use the website? This workshop will walk you through placing your resume on the website, show how you can find job announcements through your work interest and help you create a Virtual Recruiter that will search the vast database of jobs that are listed through the Virginia Employment Commission that are right for you.



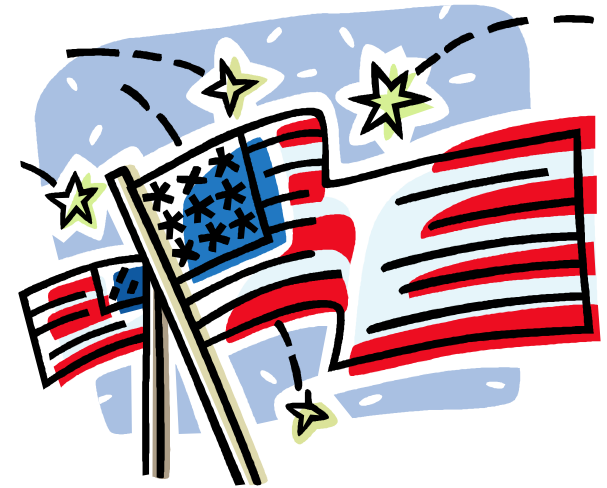
Services and accommodations
for individuals with disabilities
are available upon request

Educational Opportunity Center (EOC)

The EOC provides FREE educational, career, financial aid information, counseling and information on The African American Male Outreach Program. The EOC advisor will be at the One-Stop Workforce Center every Wednesday from 10:00-3:00.

GED - Adult Basic Education (ABE)

This program will resume in the fall at the One-Stop. For further information call: Norfolk Public Schools 757-628-3413; Virginia Beach Public Schools 757-648-6050 ex 86056; Chesapeake Public Schools 757-482-5680



OppInc.
**One-Stop
Workforce**
Center
Resources that make Hampton Roads work

Stop by or call to register for our
Career Development Workshops
(757) 461-7537 www.opp-inc.org

Registration is required for all programs.