











VIRGINIA CAREER WORKS NORFOLK CENTER

861 Glenrock Road, Suite 100 Norfolk, VA 23502

757-461-7537 www.opp-inc.org

Upon completion of Online Orientation, attend an Intake session and sign up for workshops. Online Orientation go to <http://opp-inc.org/for-career-seekers/oppinc-workforce-center-services/oppinc-orientation/>

2018

Mon	Tue	Wed	Thu	Fri
1 GED 9:00 – 12:00	2 Group Certification & Charting Your Course Presentation 9:00-10:30	3 How to Master Job Assessments 10:00 -11:00 GED 9:00 – 12:00	4 Group Certification & Charting Your Course Presentation 1:00- 2:30 GED 9:00 – 12:00	5 
8 Columbus Day  COLUMBUS DAY CENTER CLOSED	9 Group Certification & Charting Your Course Presentation 9:00-10:30 In Demand Careers in Hampton Roads 12:00-1:30	10 Center Closed at 3:00 GED 9:00 – 12:00	11 Group Certification & Charting Your Course Presentation 1:00- 2:30 Marketing Your Resume 9:30 – 11:00 GED 9:00 – 12:00	12 
15 Using Social Media for Job Search 1:30 – 3:00 GED 9:00 – 12:00	16 Group Certification & Charting Your Course Presentation 9:00-10:30	17 Resume Writing and Interview Skills 9:30 – 11:00 GED 9:00 – 12:00	18 Group Certification & Charting Your Course Presentation 1:00- 2:30 GED 9:00 – 12:00	19 Job Search Strategies 9:30-11:00
22 Interview Techniques 1:30 – 3:00  GED 9:00 – 12:00	23 Group Certification & Charting Your Course Presentation 9:00-10:30 Federal Employment (Upstairs in HRVEC) 1:30 -3:00	24 How to Master Job Assessments 10:00 -11:00 GED 9:00 – 12:00	25 Group Certification & Charting Your Course Presentation 1:00- 2:30 GED 9:00 – 12:00	26 
29 Marketing Your Resume 9:30-11:00 GED 9:00 – 12:00	30 Group Certification & Charting Your Course Presentation 9:00-10:30  How to Navigate VAWC 1:00 – 2:30	31 Halloween  GED 9:00 – 12:00		

The Center will be closed the following days:
October 08, 2018 for Columbus Day
October 10, 2018 at 3:00 p.m.

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



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

<http://opp-inc.org/for-career-seekers/oppinc-workforce-center-services/oppinc-orientation>

Daily walk-in for online orientation and Intake is from 8:30am - 4:00 pm in the Resource Center Monday - Friday. 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 each week. On Tuesday, Group Certification starts at 9:00; sign up begins at 8:30 a.m. On Thursday, Group Certification starts at 1:00; sign up begins at 12:00 p.m. Group Certification includes the Charting Your Course Presentation. Attendance is required for individuals interested in WIOA funding for training.

Space Is Limited!!! Entrance To Group Certification Is Based On Priority Of Service.

Employment Workshop Descriptions

Veterans receive priority of service. Preregistered clients must arrive 8 minutes prior to class to reserve seat. Children are not permitted in workshops.

Charting Your Course Presentation- Sponsored by VTC/ EOC & Oppinc - Employability and career advancement are often the reasons for returning to school. Ensure you receive the maximum benefit by learning how to choose a program wisely and structuring a plan for success. This session will also include tips on making a smooth transition back to school.

Use 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.

How to Master Job Assessments - To teach participants how to pass online personality tests given as part of many online job applications

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.

Federal Employment - Review the Federal Employment application process and key points for understanding how to successfully complete job announcements and vacancies.

In Demand Careers in Hampton Roads - Learn information about In Demand Careers to include education, employment, and salary information.

GED - Adult Basic Education classes available Monday, Wednesday, and Thursday from 9:00 12:00.

How To Navigate VAWC - Learn how to identify and use valuable system resources in the Virginia Workforce Connection.



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