

Virginia Workforce Connection Re-Employment Workshops

<p>Finding the Hidden Job Market (FTHJM) 9:30am- This seminar discusses how to organize your job search and seek out the 80% of jobs that are filled by personal contact and/or never advertised.</p>	<p>Mastering the Electronic Job Search (MTEJS) 9:30am-This workshop covers: What is the Electronic Job Search, Reasons to Use the Internet, Online Resumes, Links to Jobs, Job Search Engines and Networking Sites, Job Search Keywords & Phrases, Online Networking, Job Boards, Virginia Workforce Connection, Applying for Jobs at Hiring Kiosks, Basic Email and Voice Mail Etiquette.</p>	<p> Job Networking Club</p> <p>(Tuesday's 8:30am – 10:00 am)- Meet with other job seekers to discuss the joys and frustrations of job hunting, share ideas.</p>
<p>Professional Resume Writing (PRW) 9:30am- This seminar will discuss creating a professional and winning resume. Learn how to best present your information and gain valuable pointers.</p>	<p>Surviving a Layoff (SAL) 1:30pm- This seminar will give the laid off worker tips on how to get through the hard times. Learn how to get motivated for the job search, conduct the search, and where to look for new opportunities.</p>	<p>On The Spot Resume Review (OTSRR) 9:00am-12:00pm Bring a draft of your resume and we will review it for you on-the-spot.</p>
<p>Preparing for the Interview (PFTI) 9:30am- Learn how to effectively interview. Tips on preparing for the interview, the interview itself, and following up.</p>	<p>Computer Basics and Click and Drag (CBCD) 4:00pm-This workshop is for those who are new to using computers and a mouse. This course will teach you how to use the mouse, cut, copy and paste along with other very basic computer skills. <i>This workshop is limited to 8 participants. Must pre-register.</i></p>	<p>Tips for Attending Job Fairs (TFAJF) 9:30am –10:30am Job fairs are often where you first connect face-to-face with employers. Learn how to succeed with key tips and tactics for job fair success.</p>

Sept
Revised!

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 PRW	2	3 SAL	4	5
6	7	8 PFTI	9 OTSRR	10 CBCD	11	12
13	14	15 MTEJS	16	17 SAL	18	19
20	21	22 FTHJM	23 OTSRR	24 CBCD	25	26
27	28	29 PRW	30 TFAJF			

2009

**Call the Winchester Office of the Virginia Employment Commission
540-722-3415 for more information or to reserve your seat.**

