

# Other Workforce Topics



**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.

**Federal Application for Federal Student Aid (FAFSA) Information Session:** The College Place works to help people of all ages pursue opportunities for undergraduate education beyond high school. We provide free information, assistance, and encouragement to help individuals achieve their education goals. Event participants will:

- Receive a free copy of ECMC's Opportunities guide and workbook that helps high school students choose the right college, understand admission requirements and identify types of financial aid and more.
- Understand the types of financial aid available and learn how to apply for financial aid.
- Sign up for 1:1 assistance to complete the Free Application for Federal Student Aid (FAFSA)

**GED Placement Testing:** Loudoun County Adult Education offers preparatory classes to help you get ready for the GED® Certification. Prior to starting classes, you must take a placement test. The GAIN (General Assessment of Instructional Needs) is a 2.5 hour exam that will test your current English and math skills. Appointments are available at the WRC. Visit the Adult Education website for more information: [www.adult.education@lcps.org](http://www.adult.education@lcps.org) or call 571-252-1393.

**Is WIOA Right for You?:** Are you a Loudoun County resident interested in career guidance or job training? Come in and learn the process of job search and training assistance through the Workforce Innovation and Opportunity Act Program (WIOA).

**Navigating LCPS Employment Application:** Interested in applying with Loudoun County Public Schools? Attend this session for instructions and tips on completing the LCPS application. Participants will have an opportunity to ask questions relating to the application process.

**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.

**Orientation to Center Services:** This informational workshop will explain the services provided at the Center, the resources our Partners can provide as well as some basic, but necessary things you need to invest time in to make you the best informed and prepared job seeker you can be.

**To register for these workshops [click here](#)**

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**Play Nice – Getting Alone with Your Co-Workers:** Teamwork is important in any business. Working together in a cooperative work environment helps to maximize productivity for all. Your relationship with other workers will affect your job performance and can influence how your supervisor rates your performance appraisal. Getting along isn't hard. It takes an understanding of yourself and having an appreciation for the differences in people. In this workshop, we'll review strategies on how you can contribute your "best self" to the team of people you interact with and discuss practical steps to help you gain a better understanding of human relations in the workplace.

**SWaM – Small Business - Small, Women-owned, Minority-owned Business Certification Information Session:** If you own and manage a small business, women-owned business, or a minority-owned business and want to increase sales with the Commonwealth of Virginia, then you need to get SWaM'd! SWaM certification is one of the most powerful business tools you can use to grow your sales among state agencies, public colleges, universities and local municipalities. Even private sector firms are utilizing the SWaM database.

In this session, you will learn about:

- how to submit your application properly
- receiving personal assistance during the application process
- having your application processing expedited

**"SWaM" – Small, Women-owned, Minority-owned Business Certification Lab:** For participants who attended the SWaM Certification Information Session, this working computer lab session is being held to complete your SWaM certification online.

**Pre-requisite: Must have attended a SWaM Certification Information Session. BE SURE TO BRING ALL OF YOUR REQUIRED SWaM PAPERWORK.**

**Veteran Employment Services:** In this workshop, you will learn about the employment services available for veterans from all periods of military service, as well as service members transitioning out of the military. Some of the various topics discussed are job referral, job training, and job placement assistance through the American Job Centers.

**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.

**Youth WIOA Orientation:** The Workforce Innovation and Opportunity Act (WIOA) Youth Program assists eligible young adults ages 17 – 24 to gain the skills needed to succeed in tomorrow's workforce. Registration is required by contacting, Fariyah Kuraishi, 703-385-9672, [fariyah.kuraishi@loudoun.gov](mailto:fariyah.kuraishi@loudoun.gov).

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