

NOVEMBER/DECEMBER 2023 WORKSHOPS

LOUDOUN WORKFORCE RESOURCE CENTER

Workshops are offered in-person at the Center or virtually via the **GoToMeeting** platform.
Pre-registration is REQUIRED.

When registering, be sure to take note of which type of workshop you will be attending.
The workshops are listed under “**VIRTUAL**” or “**IN-PERSON**.”

To register for or to view workshop descriptions go to: www.loudoun.gov/wrcworkshops

VIRTUAL WORKSHOPS

Camera & microphone capabilities on your device will enhance your virtual workshop experience.

JOB SEARCH SKILLS

First Impressions: Bring Your “A” Game

Wed, Nov 1 10:00 - 11:00

Navigating Services & Getting Connected

Wed, Nov 1 12:00 - 12:30

Wed, Nov 15 3:30 - 4:00

Take Control of Your Time

Thurs, Nov 2 10:00 - 11:00

How to Search for Work While Still Working

Thurs, Nov 16 2:00 - 3:00

The Mystery of Applicant Tracking Systems

Wed, Dec 13 10:00 - 11:30

Strategize Your Job Search

Fri, Dec 15 10:00 - 11:00

INTERVIEWING SKILLS

Successful Phone Interviewing

Thurs, Nov 2 2:00 - 3:00

Interviewing to Get Hired (must attend both days)

Thurs, Nov 16 9:00 - 11:30

Fri, Nov 17 9:00 - 11:30

10 Top Reasons You Didn't Get Hired

Thurs, Dec 14 10:00 - 11:30

So You Think You Can Interview?

Thurs, Dec 21 10:00 - 11:30

CAREER CHANGE

Changing Careers

Thurs, Dec 7 10:00 - 11:00

NETWORKING SKILLS

Networking for Introverts

Fri, Nov 3 10:00 - 11:00

Networking Fundamentals

Wed, Nov 29 10:00 - 11:00

SOCIAL MEDIA

Social Media & Job Search

Thurs, Nov 9 10:00 - 11:00

Navigating LinkedIn for New Users

Thurs, Dec 14 2:00 - 3:00

RESUME WRITING SKILLS

Resumes & Cover Letters: Make Yours Stand Out

Fri, Nov 30 10:00 - 12:00

Fri, Dec 28 9:00 - 11:00

IN-PERSON WORKSHOPS

In-person workshops are held at the Center unless otherwise indicated.

JOB SEARCH SKILLS

Your Transferable Skills

Thurs, Nov 9 2:00 - 4:00

RESUME WRITING SKILLS

Resume Writing Lab 101

Tues, Nov 28 9:00 - 12:00

Tues, Dec 19 9:00 - 12:00

CAREER CHANGE

Find A Career, Change A Career, My Next Move

Tues, Dec 5 10:00 - 11:00

INTERVIEWING SKILLS

SCARQ - Discover Your Competencies

Wed, Nov 15 9:30 - 11:30

Interviewing Styles

Tues, Dec 12 10:00 - 12:30

NETWORKING SKILLS

30 Second Commercial - So Tell Me About Yourself

Tues, Nov 21 10:00 - 12:30



JOB SEARCH DURING THE HOLIDAYS

**Wednesday, December 6
10:00 a.m. - 11:00 a.m.**

You might think that the holiday season is a slow hiring time and to keep looking for a job is pointless.

Guess what? Employers don't take time off from sourcing candidates and hiring just because it's the holiday season!

In this **virtual** workshop, we'll talk about some of the job search strategies to consider during the holidays.

[CLICK HERE TO REGISTER FOR WORKSHOPS](#)



Loudoun Workforce Resource Center

705 East Market Street, Suite E
Leesburg, VA 20176

Center Open to the Public

9:00am - 4:30pm - Mon, Tues, Thurs, Fri
9:00am - 12noon - Wed

Access our virtual services anytime at
www.loudoun.gov/wrc

Email: wrc@loudoun.gov

Phone: 703-777-0150/TTY 711 VA Relay

WORKFORCE RESOURCE CENTER'S INCLEMENT WEATHER POLICY

If Loudoun County Public Schools are closed due to inclement weather, all in-person workshops for the day are canceled and will be rescheduled.

All virtual workshops and virtual job events will still take place as planned.

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.