

LWRC WORKSHOPS

DECEMBER 2022/JANUARY 2023

Workshops are offered in-person at the Center or virtually via the **GoToMeeting** virtual 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 workshops or to view full descriptions of our workshop content

go to: www.loudoun.gov/wrcworkshops

VIRTUAL WORKSHOPS

Having both camera and microphone capabilities on your device will enhance your virtual workshop experience.

Interviewing Skills

So You Think You Can Interview?

Thurs, Dec 1 10:00 - 11:00

First Impressions: Bring Your “A” Game

Thurs, Dec 8 10:00 - 11:00

Successful Phone Interviewing

Thurs, Jan 5 10:00 - 11:00

Interviewing to Get Hired

(Must Attend Both Sessions)

Thurs, Jan 12 9:00 - 11:30

Fri, Jan 13 9:00 - 11:30

Job Search Skills

Managing Job Search Stress

Fri, Dec 2 10:00 - 11:00

Strategize Your Job Search

Thurs, Jan 5 2:00 - 3:00

The Mystery of Applicant Tracking Systems (ATS)

Wed, Jan 11 10:00 - 11:30

Changing Careers at Any Age

Thurs, Jan 19 9:00 - 11:00

Resume Writing Skills

Resumes & Cover Letters: Make Yours Stand Out

Thurs, Dec 15 10:00 - 12:00

Networking Skills

Networking Fundamentals

Fri, Jan 6 10:00 - 11:00

Social Media

Social Media & Job Search

Fri, Jan 20 10:00 - 11:00

Workplace Skills

The ABCs of Workplace Collaboration

Tues, Jan 24 10:00 - 11:00

IN-PERSON WORKSHOPS

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

Computer Skills

Getting to Know the Computer

Thurs, Dec 15 9:30 - 11:30

MS Word

Mon, Jan 23 9:00 - 4:00

MS Excel - Level 1

Tues, Jan 17 9:00 - 4:00

Tues, Jan 24 9:00 - 4:00

Job Search Skills

Older Workers & Smart Job Search Strategies

Tues, Jan 31 10:00 - 12:30

Interviewing Skills

SCARQ - Discovering Your Competencies

Wed, Dec 7 10:00 - 12:00

Tues, Jan 17 10:00 - 12:00

Interviewing Styles

Tues, Dec 13 9:00 - 11:30

Your Transferable Skills

Tues, Dec 13 2:00 - 4:00

Networking Skills

30 Second Commercial - So Tell Me About Yourself

Wed, Jan 11 9:00 - 11:30

Resume Writing Skills

Resume Writing 101 Lab

Tues, Dec 6 9:00 - 12:00

Tues, Jan 10 9:00 - 12:00

Social Media

Navigating LinkedIn for New Users

Wed, Dec 14 9:30 - 11:30

Wed, Jan 18 9:30 - 11:30

Strategize Your Job Search

*(on site at **Douglass Community Center**)*

Tuesday, December 6, 2022/2pm to 4pm

Learn some valuable tips and strategies for succeeding in your job search! Register by Dec 2.

Register [here](#), search for activity number 204333

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.

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



LOUDOUN WORKFORCE RESOURCE CENTER

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