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**
- Successful Phone Interviewing  
  Thurs, Oct 6  10:00 - 11:00
- So You Think You Can Interview?  
  Thurs, Oct 13  10:00 - 11:00
- Negotiate Your Best Offer  
  Thurs, Oct 20  10:00 - 11:00
- 10 Top Reasons You Didn’t Get Hired  
  Fri, Oct 21  10:00 - 10:30
- Interviewing to Get Hired (Must Attend Both Sessions)  
  Thurs, Nov 17  9:00 - 11:30
  Fri, Nov 18  9:00 - 11:30

**Job Search Skills**
- Ready, Set, Go to the Job Fair  
  Thurs, Oct 13  2:00 - 3:00
- Changing Careers  
  Thurs, Nov 3  10:00 - 11:00
- Navigating Services & Getting Connected  
  Wed, Nov 9  3:30 - 4:00
  Wed, Nov 30  3:30 - 4:00

**Resume Writing Skills**
- Resumes & Cover Letters: Make Yours Stand Out  
  Fri, Oct 14  2:00 - 4:00

**Networking Skills**
- Networking for Introverts  
  Fri, Oct 7  10:00 - 11:00

**IN-PERSON WORKSHOPS**
*In-person workshops are held at the Center*

**Computer Skills**
- MS Word  
  Tues, Oct 18  9:00 - 4:00
- MS Excel - Level 1  
  Thurs, Oct 20  9:00 - 4:00
  Mon, Oct 31  9:00 - 4:00

**Job Search Skills**
- Ready, Set, Go to the Job Fair  
  Tues, Oct 11  2:00 - 3:00
- Older Workers & Smart Job Search Strategies  
  Tues, Oct 11  10:00 - 12:30
- Let’s Chat Disability Disclosure  
  Fri, Oct 14  1:00 - 2:00
- Strategize Your Job Search  
  Tues, Oct 25  10:00 - 12:00
  Tues, Nov 29  10:00 - 12:00
- Find a Career...Change a Career...My Next Move  
  Wed, Nov 16  10:00 - 11:00

**Interviewing Skills**
- Interviewing Styles  
  Tues, Oct 25  1:30 - 4:00

**Your Transferable Skills**
- Wed, Oct 5  10:00 - 12:00

**Networking Skills**
- 30 Second Commercial - So Tell Me About Yourself  
  Tues, Oct 4  10:00 - 12:30
- The Art of Networking  
  Tues, Nov 1  9:00 - 12:30

**Resume Writing Skills**
- Resume Writing 101 Lab  
  Mon, Oct 24  9:00 - 12:00
  Tues, Nov 15  9:00 - 12:00

**Social Media**
- Navigating LinkedIn for New Users  
  Wed, Oct 12  9:00 - 11:00
  Wed, Nov 9  9:30 - 11:30

*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