OppInc. One-Stop Workforce Center
Closed on the following days:
Wednesday, March 8, 2017 @ 3:30

Daylight Savings Starts March 12, 2017. Set your clocks ahead 1 hour!

* Preregistered clients must arrive 8 minutes prior to class
to reserve seat. Children are not permitted in workshops.
Veterans receive priority of service

**OppInc.
One-Stop
Workforce Center**
Resources that make Hampton Roads work

Proud Partner
eleVAte
Skills for Jobs and Business Growth

Employment Workshop Descriptions

<u>Online Orientation</u> - Orientation is available online from any internet based computer at: www.opp-inc.org/ orientation. Daily walk-in for online orientation and intake begins on Monday, Wednesday, and Friday at 8:30am-12:00 pm and Tuesdays and Thursday 12:00 pm - 4:00 pm in the Resource Center. Please bring your valid state/government photo ID and Social Security card. Also, complete and print the Common Intake Form Application. You must also register with the Virginia Workforce Connection site at: www.vawc.virginia.gov.

<u>Group Certification</u> - *(To attend, clients must complete all prior steps discussed in Orientation and Intake.)* Group Certification is only hosted on Tuesday and Thursday of each week. On Tuesday, Group Certification starts at 9:00; sign up begins at 8:30 a.m. On Thursday, Group Certification starts at 1:00; sign up begins at 12:00 p.m. Group Certification includes the Charting Your Course Presentation. Attendance is required for individuals interested in WIOA funding for training. **Space is limited**; **Entrance to Group Certification is based on PRIORITY OF SERVICE**

<u>Charting Your Course Presentation- Sponsored by VTC/ EOC & OppInc-</u> Employability and career advancement are often the reasons for returning to school. Ensure you receive the maximum benefit by learning how to choose a program wisely and structuring a plan for success. This session will also include tips on making a smooth transition back to school.

<u>Use Social Media for Job Search-</u> Learn the importance of using social media to build your profile, network, and follow companies using LinkedIn, Facebook, and Twitter.

<u>How to Master Job Assessments-</u> To teach participants how to pass online personality tests given as part of many online job applications

<u>Educational Opportunity Center (EOC)</u> - The EOC provides FREE educational, career, financial aid information, and information on the Virginia Tidewater Consortium's (VTC) Outreach Program. The EOC advisor can be contacted by calling 757-683-2312.

<u>Marketing Your Resume -</u> These days, a top-notch resume will assist you in getting an interview. Learn how to market and target your skills, accomplishments, experience and keywords with an impressive resume. **Bring a paper copy of your resume to class to learn MS Word formatting skills on your very own resume.**

<u>Job Search Strategies-</u> Learn more about the crucial steps in the job search process. This workshop addresses untapped resources and services available to job seekers, job-hunting on the Internet, and using your own network to your advantage.

<u>Interview Techniques-</u> Want to feel confident at your next job interview? This workshop teaches you how! Topics include positive answers to difficult questions, dressing for success, and the importance of body language, good attitude and making the "best" first impression. Interview follow-up and salary negotiation are also discussed.

<u>Federal Employment –</u>Review the Federal Employment application process and key points for understanding how to successfully complete job announcements and vacancies.

<u>OppInc Veterans' After Tap Workshop</u> - monthly workshop starting at 9:00am with arrival time 8:45am. Please bring your valid photo ID and Dependant ID. Veterans' Workshop provides an overview to the facility while learning more about programs and services available to veterans and spouses; veteran resources, customized assistance and partner briefing offered at the One-Stop Workforce Center. For more information, please call the Veteran Services Representatives at OppInc.

<u>Online Application-</u> Learn the basic concepts of filling out an online application and what information you must provide.

<u>Computer Basics-</u> These one-session workshops are a practical introduction to the computer for the new user:

- **Getting Started**– learn about hardware, software, how to use the mouse, and much more!
- **MS Word 101**- Participants learn to "launch" the program and navigate the MS Word window.
- **MS Word 102** – Participants learn to copy and paste a resume to a Flash Drive then format a resume. By using the web based GCF Learn Free, www.gcflearnfree.org website you will find tutorials and FREE classes for MS Word, Excel and Access.

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