

# FEBRUARY/MARCH 2024 WORKSHOPS

## LOUDOUN WORKFORCE RESOURCE CENTER

Workshops are offered in-person at the Center or virtually via the several virtual platforms.  
**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](http://www.loudoun.gov/wrcworkshops)

### VIRTUAL WORKSHOPS

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

#### JOB SEARCH SKILLS

##### **SCARQ - Discover Your Competencies**

Thurs, Feb 22 10:00 - 12:00

##### **Navigating Services & Getting Connected**

Wed, Feb 21 12:00 - 12:30

Wed, Mar 6 12:00 - 12:30

Wed, Mar 20 12:00 - 12:30

##### **Changing Careers**

Thurs, Mar 21 2:00 - 3:00

##### **Managing Job Search Stress**

Fri, Mar 22 10:00 - 11:00

#### INTERVIEWING SKILLS

##### **Negotiate Your Best Offer**

Thurs, Feb 15 2:00 - 3:00

##### **10 Top Reasons You Didn't Get Hired**

Fri, Mar 15 10:00 - 11:30

#### NETWORKING SKILLS

##### **Networking Fundamentals**

Thurs, Feb 15 10:00 - 11:00

Thurs, Mar 7 10:00 - 11:00

#### SOCIAL MEDIA

##### **Navigating LinkedIn for New Users**

Fri, Feb 16 10:00 - 11:00

Fri, Mar 8 10:00 - 11:00

##### **Social Media & Job Search**

Thurs, Mar 21 10:00 - 11:00

### IN-PERSON WORKSHOPS

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

#### COMPUTER SKILLS

##### **MS EXCEL - Level 1**

Thurs, Feb 22 9:00 - 4:00

Tues, Mar 5 9:00 - 4:00

Mon, Mar 18 9:00 - 4:00

##### **MS EXCEL - Level 2**

Tues, Feb 20 9:00 - 4:00

##### **MS WORD - The Basics**

Mon, Feb 12 9:00 - 4:00

Mon, Mar 4 9:00 - 4:00

#### JOB SEARCH SKILLS

##### **Your Transferable Skills**

Wed, Feb 21 9:30 - 11:30

##### **Strategize Your Job Search**

Wed, Mar 6 10:00 - 11:30

##### **Find a Career, Change a Career, My Next Move**

Wed, Mar 20 10:00 - 11:00

#### RESUME WRITING SKILLS

##### **Resume Writing Lab 101**

Tues, Feb 27 9:00 - 12:00

Tues, Mar 12 9:00 - 12:00

#### INTERVIEWING SKILLS

##### **Interviewing Styles**

Mon, Feb 26 10:00 - 12:30

#### NETWORKING SKILLS

##### **Networking for Introverts (*Rust Library*)**

Tues, Mar 26 2:00 - 3:00


**REGISTER FOR WORKSHOPS HERE**

## SPRING INTO YOUR NEW CAREER!

Whether you are a soon-to-be college graduate looking for your first job or a seasoned professional looking to advance your career. This March participate in our job seeker workshops, including:

- Resume Recommendations & Advice Sessions
- Strategize Your Job Search
- Networking Fundamentals and more

Visit [www.loudoun.gov/wrcworkshops](http://www.loudoun.gov/wrcworkshops) for the latest info on dates and times.



Stay tuned  
for  
more details!



# 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](http://www.loudoun.gov/wrc)

Email: [wrc@loudoun.gov](mailto: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.*