

2BC Employment Connection

“Whatever you do, work at it with all your heart, as working for the Lord not for human masters”. Colossians 3:22-24

March into a new career in 2015

**Attached are several
employment resources to:**

- **help your career
planning,**
- **increase your chances
of gaining
employment, and**
- **direct you to
workshops and
activities during the
month of March**



**Check out these websites
and the attachments for
jobs in Richmond!**

www.snagajob.com

www.indeed.com

www.WellsFargo.com;

www.xerox.com

www.amazon.com

www.Kohls.com

www.UPS.com

www.job.com

www.warehouse recruit.com

www.jobsonline.net/fedex.com

www.target.com/careers

www.Jobsinyourarea.com

Summer GED® Classes

Classes Start the Week of **June 29, 2015** Classes End: Week of **July 27, 2015**
 Registration Fee: \$15 City Residents

Sign Up For GED® Classes Today

Registration Date

June 15th & 17th (**Richmond Alternative School**) at 11:00am

June 16th & 18th (**Richmond Alternative School**) at 11:00am

June 16th & 18th (**Goodwill Industries**) at 5pm

June 22nd & 24th (**NRC**) at 6pm

June 23rd & 25th (**Goodwill Industries**) at 5pm

Class Location	Address	Day Class Times
Richmond Alternative School	119 W. Leigh Street	Mon - Thurs 9am-12noon
Richmond Alternative School	119 W. Leigh Street	Mon -Thurs 12:30pm-3:30pm
Goodwill Industries	6301 Midlothian Tnpk.	Mon - Thurs 9am-12noon

Classes may be closed or merged due to low enrollment

Class Location	Address	Evening Class Times
Goodwill Industries	6301 Midlothian Tnpk.	Mon -Thurs 4:45pm-7:45pm
Neighborhood Resource Center	1519 Williamsburg Road	Mon -Thurs 6pm-9pm

**Payment Due at Registration
 No Children During Registration**

Book & Calculator \$40.00



For More Information: Visit Room 103 or Call (804) 780-8311, Adult & Continuing Education Dept.
 119 West Leigh St., Richmond, VA 23220

Center for Workforce Innovation Monthly Calendar

MAY 2015 CALENDAR OF WORKSHOPS AND ACTIVITIES

(Please sign up at front desk)



*April Showers
Brings May Flowers*



May 1	No Activity
May 4	SMART GOALS- DREAM & ACHIEVE – CCWA 9:30 am-10:30 am (GR) Career Counseling - CCWA 10:45am - 1:30pm (IR) Career Connect (GR) 3:00pm-4:30pm
May 5	Admiral Security Workshop (By Referral) 4:30pm-5:30pm (GR)
May 6	No Activity
May 7	Information Session 1:30pm-2:30pm (BR) (Thursdays ONLY) See the receptionist DARS Coaching 9:00 am - 12:00 pm (IR) DARS (T. Ross) Admiral Security Training (GR) 8:00am – 6:00pm
May 8	Admiral Security Training (GR) 8:00am – 6:00pm
May 11	SMART GOALS- DREAM & ACHIEVE – CCWA 9:30am-10:30am (GR) Career Counseling - CCWA 10:45am - 1:30pm (IR) Career Connect (GR) 3:00pm-4:30pm Career Scope 11:00-12:30 (GR)
May 12	Dependability – Workplace Excellence (GR) 2:00pm-3:00pm (C. Stroud-Coleman)
May 13	No Activity
May 14	DARS Coaching 9:00am - 12:00pm (IR) DARS (T. Ross) Information Session 10:00AM-11:00am (GR) (Thursdays ONLY) See the receptionist Mock Interviews Workshop (GR) 1:30pm-3:00pm (L. Tyson)
May 15	No Activity
May 18	SMART GOALS- DREAM & ACHIEVE –CCWA 9:30am-10:30am (GR) Career Counseling - CCWA 10:45am - 1:30pm (IR) Career Connect (GR) 3:00pm-4:30pm IDENTITY THEFT (L. Tyson) Career Scope 11:00-12:30 (GR)
May 19	Suitability – Workplace Excellence (GR) 2:00pm-3:00pm (S. Jefferson-Johnson)
May 20	No Activity
May 21	Information Session 1:30pm-2:30pm (GR) (Thursdays ONLY) See the receptionist DARS Coaching 9:00am - 12:00pm (IR) DARS (T. Ross)
May 22	No Activity
May 25	HOLIDAY
May 26	Navigating the VAWC Workshop 1:30pm-3:00pm (GR)
May 27	No Activity
May 28	DARS Coaching 9:00am - 12:00pm (IR) DARS (T. Ross) Bridging the Gap with Richard Walker (GR) 12:00pm-1:00pm Information Session 1:30pm-2:30pm (GR) (Thursdays ONLY) See the receptionist
May 29	No Activity

Come join us at: Center for Workforce Innovation
900 East Marshall Street
Richmond, Virginia 23219
Office: 804 646-6464 Fax: 804 646-5088

BR-Blue Room GR-Green Room CR-Conference Room RR-Resource Room IR-Interview Room

Workshop and Activity Descriptions

Admiral Security: Two day course that offers participants training in unarmed security procedures. (This is contingent upon referral and satisfactory criminal background check). A High School Diploma or GED is required of this training.

Bridging the Gap: This workshop is designed to help the homeless, ex-felons, veterans and others looking for work or training. Come find out how they can help.

Career Counseling (CCWA): Are you looking for a way to increase your job marketability and need help figuring it out. If so, see one of the Career Counselors on Mondays. They can help you explore careers, develop your resume, apply for a grant for school, one on one sessions and more. Sign up at the front desk today.

Career Connect: When looking for work, establishing a networking system is very important. Join our staff and others and discover how to professionally present yourself to employers.

Completing the Job Application: Did you know that the job application is a legal document used to screen applicants and determine eligibility to work for a company? This workshop will cover how to complete a paper application and an on-line application.

Computer Basics: This workshop is designed to help you learn basic computer operations skills to help make your job search easier.

Financial Literacy: Come improve your financial literacy. Earning money is one thing; and managing it once you have earned it is another matter. If you are in debt, learn what you can do to remove it. Come hear it from a professional.

How to Get Hired: If you are looking for work, do not miss these sessions. Employers will be on-site to share information about their company, employment opportunities and job requirements, and answers to related questions. Come prepared with a resume and dress in your best job search attire.

Increasing Your Earning Potential: This workshop will show you how increasing your educational attainment can lead to increasing your earning potential.

Mock Interviews: Preparing for an interview is one of the most important things one can do 'before' the interview takes place. Take this opportunity to prepare by practicing with professionals who can coach you on how to answer interview questions and give you constructive feedback. Come with a resume and dress in your best job search attire.

Navigating the Virginia Workforce Network: Register with the Virginia Employment Commission and improve job search skills and job opportunities. Post your resume on their site, get hits from employers, receive job fair alerts, and more. Take advantage of this added resource as you look for work.

Workplace Excellence Workshop Series: This series consists of 10 modules designed to help people understand and deliver what employers really want in today's workplace.

Adaptability: Today's workplace is changing faster than ever. Learn how to navigate success in this new environment.

Communicationability: Gain tips on how to use your best verbal and non-verbal communication skills in the workplace.

Dependability: Learn to maximize your time in the workplace. It's more than being on time for work. It's about the work.

Presentability: Understand the importance of company image; one can obtain a professional wardrobe inexpensively.

Reasonability: Learn to use reason to solve problems on the job for positive outcomes that lead to success.

Respectability: Companies need employees who get along and bring out the best in each other. Learn what that really means.

Suitability: When hiring, employers look for a 'good fit'. Come find out if you can fit in culturally and do the job well.

Transitionability: Learn how to prepare for a new job and succeed in the first 90 days, and maintain life/work balance.

Workability: Learn the realities of the workplace by understanding your supporting role in a company and their bottom-line to make money and provide service.

Writeability: Learn how to write and deliver written communication in the workplace. Receive tips on email, text writing and more.



Northside Employment Center

May 2015 (Calendar subject to change without notice)

Center Hours

Monday - Thursday
9 AM - 4 PM
Friday
9 AM - 1 PM

Contact Info

2606-B Chamberlayne Ave.
Richmond, VA 23222
Phone: (804) 823-2787

Monday	Tuesday	Wednesday	Thursday	Friday
<p><i>SPRING INTO A NEW YOU WITH OUR WORKSHOPS AND HIRING EVENTS...RESERVE YOUR SEAT TODAY!</i></p> <p><i>CAREER & RESOURCE FAIR</i> MAY 9TH @ 9AM-12PM REGISTER: WWW.GOODWILLVIRGINIA.ORG/SPRINGEVENT</p>				<p>1</p> 
<p>4</p> <p><u>Makeover Monday</u> 1st Impressions, Image & Communication are important...<i>Learn how to excel & impress!</i> 1:00pm</p>	<p>5</p> <p><u>Tuesday Tune-up</u> Submitting résumés & no one is calling you back? Learn why..<i>Let's Tune-up that resume!</i> 10:00am</p>	<p>6</p> <p><u>Wellness Wednesday</u>  11:30am-12:30pm</p>	<p>7</p> <p><u>Training & Resource Thursday</u>  10:00 am</p>	<p>8</p> <p><u>Financial Friday</u> Call (804) 521-4918 for more info!</p>
<p>11</p>  <p>Staff Development</p>	<p>12</p> <p><u>MEET THE EMPLOYER</u>  10:00am</p>	<p>13</p> <p><u>MEET THE EMPLOYER</u>  10:00am</p>	<p>14</p> <p> Basic Budgeting 10:00am</p>	<p>15</p> <p><i>I can AND I will</i></p>
<p>18</p> <p> Affordable, non-credit based auto loans! 10:00am-12:00pm (by appointment only)</p>	<p>19</p> <p><u>MEET THE EMPLOYER</u> <i>Richmond Times-Dispatch</i> 10:00am</p>	<p>20</p> <p> <i>Need Legal Protection? Come learn more!</i> 10:00am</p>	<p>21</p> <p> Using Credit to Your Advantage 10:00am</p>	<p>22</p> <p><u>RÉSUMÉ REVIEW</u> Sign up at the desk to reserve your spot! (by appointment only)</p>
<p>25</p> 	<p>26</p> <p>TBA</p>	<p>27</p> <p>TBA</p>	<p>28</p> <p> Planning for Your Future 10:00am</p>	<p>29</p> 

Connect with us today!

employment.center@goodwillvirginia.org
www.goodwillvirginia.org



Spring Into a New You
May 4th-9th

For more info and to register for workshops visit www.goodwillvirginia.org/springevent



Employment Center Services

JOB LEADS

Current Job leads, Job Fairs

CAREER PLANNING

Assessment Tools, Case Management

WORKSHOPS

Various topics: Résumé writing, interviewing skills, money matters, company presentations & more

ELECTRONIC SERVICES

Computers, Copier, Fax, Internet, Email

EX-OFFENDER OUTREACH

Re-Entry Employment Workshop

*10 Page maximum copies allowed/fax for employment/training purposes only.





Northside Employment Center

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9 AM – 4 PM
Friday
9 AM – 1 PM

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2606-B Chamberlayne Ave.
Richmond, VA 23222
Phone: (804) 823-2787

Meet The Employer / Info Sessions



Increase your chances of gaining employment...

RULES TO FOLLOW:

- ✓ Call to reserve a seat in advance
- ✓ Dress professionally-1st Impressions are Lasting Impressions!
- ✓ Bring résumés, character/reference letters, etc.
- ✓ Prepare personal summary and accomplishments statements
- ✓ DO YOUR RESEARCH (Google search the company, learn about the positions they are seeking to fill)



By working with an Employment Specialist you can increase your chances of finding employment. We will work with you to develop a job search strategy that includes locating employment opportunities, interview tips, workshops, and more! All of these services are **FREE**. Don't wait any longer; call us now to schedule an appointment.

- ✓ 1-on-1 Career Planning
- ✓ Résumé Development
- ✓ Mock Interviews
- ✓ Employment Opportunities



The Path to Financial Freedom Begins Here

Available Classes Include:

Basic Budgeting, Using Credit to Your Advantage and Planning for Your Future

Ask about the Incentives available to attendees! Call to register (804) 823-2787.



Partnership for Families
GROW HERE.

Open to expectant parents, mothers, and fathers with children under 5 years of age. Made possible by Robins Foundation

Serving Individuals living in the City of Richmond-Northside & Southside in zip codes: 23219, 23220, 23222, 23224, 23225, 23227 and 23234.

See Employment Center Staff

For more details and/or to see if you qualify, call (804) 823-2787 or (804) 929-5801.

Community Employment Center Locations

Northside

2606-B Chamberlayne Ave.
Richmond, VA 23222
(804) 823-2787

Mechanicsville

7147 Brandy Run Drive
Mechanicsville, VA 23111
(804) 417-6721

Richmond

6301 Midlothian Turnpike
Richmond, VA 23225
(804) 745-6300

Petersburg

65 Crater Road
Petersburg, VA 23805
(804) 451-1773

Portsmouth

313 High Street
Portsmouth, VA 23704
(757) 499-3824

*Schedules vary for each CEC. Please check with each CEC for calendar of events.



ADA Compliance

In compliance with the Americans with Disabilities Act, Goodwill of Central and Coastal Virginia will make available reasonable accommodations for persons with disabilities who wish to participate in workshops open to the general public. Notification of seven business days prior to the event will be needed to make arrangements to provide reasonable accommodations. Contact the Employment Center with your request. Please include the requested accommodation and your contact information. Call (804) 745-6300 or email shelly.watford@goodwillvirginia.org.