

JULY 2016

Calendar of Events

All workshops are free and open to the public. Please sign up in advance. Space is limited so reserve yours today!

Call us today at
802-885-2167!

◆ *The Career Resource Center will be closed on Monday, July 4th 2016*

◆ *Register with us online at www.vermontjoblink.com*



VDOL CAREER RESOURCE CENTER
56 MAIN STREET
SUITE 101
SPRINGFIELD, VT
05156

OFFICE HOURS:
MONDAY-THURSDAY
7:45 TO 4:30
FRIDAY
9:45 TO 4:30
OFFICE CLOSED DAILY
12:15 TO 1:00

WEEKLY WORKSHOPS

TUESDAYS RESUME WRITING 9:00-10:00 am

This workshop is designed to help job seekers learn how to write an effective resume. Participants will gain the skills and knowledge needed to create this essential tool for an effective job search.

WEDNESDAYS JOB READINESS 8:45-9:30 am

Job Readiness is a weekly job search group, covering topics such as job search skills, professional behavior, networking, finding and using local resources, achieving workplace success, time management, assessing your interests, and much more! Call ahead to learn the topic of the week!

THURSDAYS INTERVIEWING SKILLS 10:00-11:00 am

Our Interviewing Skills workshop prepares job seekers for all the aspects of the interview process, from how to prepare, how to answer difficult questions, all the way to how to follow up after the interview.

FEATURED EVENTS

JULY 13th & 27th WIOA ORIENTATION 2:00-3:00 pm

Interested in VDOL's training programs? Looking for opportunities to take classes, earn a certificate, or train on the job? Come to the Workforce Innovation & Opportunity Act Orientation for more information about options you may qualify for! Call us at 802-885-2167 or ask at the front desk to pre-register.

JULY 29th COMPUTER BASICS WORKSHOP 10:00-11:00 am

This monthly workshop is designed for those who are new to using computers, introducing participants to the basic components of a computer and how to conduct a simple job search. The workshop begins with a presentation on computer basics and will conclude with an opportunity for participants to practice what they learned in the Resource Center with guidance from staff.

Events listed are subject to change. Please call ahead of time if you plan on attending an event.

THIS MONTH'S FEATURE: Training For Your New Career - Learn About VDOL's WIOA Program

What does the Career Resource Center Offer?

- ◇ Five computers, free for anyone to use for employment-related purposes
- ◇ Faxing, copying, printing, and scanning
- ◇ Trained staff to help you with your job search and career choices
- ◇ Assistance with writing resumes and cover letters
- ◇ Hiring events for local employers
- ◇ Information about training and education resources

Are you an employer interested in holding a hiring event in our office? Please contact us at 802-885-2167 to set up a date and time!

The Workforce Innovation and Opportunity Act (WIOA) is an employment and training program funded by the U.S. Department of Labor. Eligible individuals may receive training for a high-demand occupation that matches their personal goals.

Types of training available through WIOA for eligible participants can include:

Work Experience: Provides you an opportunity to try a career path out while being paid to learn it. This is a short-term career learning opportunity at a local business that could possibly lead to a permanent position.

Occupational Skills: Provides an opportunity for a certification, licensure, or training program through both in classroom or online educational programs designed to help you gain the occupational skills needed to perform a specific job and meet the technical needs of the workplace. This training is available through partnerships with many area schools.

On-the Job Training: Provides you with employment opportunities with on-site training through the employer. Financial assistance to subsidize the employer's training wage cost and supportive services such as supplies and tools required to do the job are paid through the WIOA Program and are free to the participant.

If you are interested in participating in WIOA or learning more about it, you are welcome to attend our [WIOA Orientation](#), held every second and fourth Wednesday at 2:00 pm in the Springfield Career Resource Center; this month the orientations will be held on July 13th and July 27th.

Please give us a call at 802-885-2167 if you would like to sign up!

JULY 2016 CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4 OFFICE CLOSED	5 Resume Workshop 9:00-10:00 am	6 Job Readiness 8:45-9:30 am	7 Interview Workshop 10:00-11:00 am	8	9
10	11	12 Resume Workshop 9:00-10:00 am	13 Job Readiness 8:45-9:30 am WIOA Orientation 2:00-3:00 pm	14 Interview Workshop 10:00-11:00 am	15	16
17	18	19 Resume Workshop 9:00-10:00 am	20 Job Readiness 8:45-9:30 am	21 Interview Workshop 10:00-11:00 am	22	23
24 31	25	26 Resume Workshop 9:00-10:00 am	27 Job Readiness 8:45-9:30 am WIOA Orientation 2:00-3:00 pm	28 Interview Workshop 10:00-11:00 am	29 Computer Basics 10:00 am-11:00 am	30

Hiring Events are highlighted in **bold**. Events listed are subject to change. Please call ahead of time if you plan on attending an event.