

NOVEMBER 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!

- ◆ Register with us online at [www.vermontjoblink.com](http://www.vermontjoblink.com)
- ◆ The Resource Center will be closed on November 11 and November 24 to November 25



**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 and cover letter.

Participants will gain the skills 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! (**cancelled on 11/9**)

### THURSDAYS INTERVIEWING SKILLS 9:00-10:00 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

### NOVEMBER 9<sup>th</sup> & 23<sup>rd</sup> 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. Please see the back of this month's calendar for more in-depth information about WIOA.

### NOVEMBER 18<sup>th</sup> 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 and use email.

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

*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!*

**THIS MONTH'S FEATURE: The Workforce Innovation & Opportunity Act: Training For Your Career with VDOL**

The Workforce Innovation and Opportunity Act (WIOA) is an employment and training program funded by the U.S. Department of Labor available at your local Career Resource Center. WIOA helps eligible individuals access the short-term training they need to be successful in a growing career.

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

**Work Experience** - An opportunity to "try out" a job through a short-term Vermont Department of Labor-supported work experience at a local business.

**Occupational Skills Training** - This short-term training is conducted in a classroom setting, 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 and usually includes a certificate upon successful completion.

**On-the-Job Training** - An OJT can help you acquire the knowledge and skills needed to be successful at a specific job. Participants are hired by an employer and the Vermont Department of Labor may reimburse the employer for a portion of the costs associated with your training.

Interested in participating in WIOA or learning more? 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 **Wednesday, November 9<sup>th</sup> and Wednesday, November 23<sup>rd</sup>**.

Call our Springfield Career Resource Center at (802) 885-2167 to sign up!

**NOVEMBER 2016 CALENDAR**

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

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