

Community Wealth Building *Huguenot Community Career Station*Calendar of Activities

7945 Forest Hill Avenue, Building 26, Richmond, VA

Hours of Operation

M - TR: 10:00 am - 2:00 pm; Friday: 10:00 am - 1:00 pm

Office: 804-646-0260

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OCWB Website: www.RichmondGov.com/CommunityWealthBuilding Subscribe to us on YouTube: RVA Community Wealth Building - YouTube Follow us on LinkedIn: RVA Community Wealth Building - LinkedIn: RVA Community Wealth Building - YouTube Follow us on LinkedIn: RVA Community Wealth Building - YouTube Follow us on LinkedIn: RVA Community Wealth Building - LinkedIn: RVA Community Wealth Building - YouTube Follow us on LinkedIn: RVA Community Wealth Building - YouTube Follow us

February 2019									
	Monday	Tuesday	Wednesday	Thursday	Friday				
2019	"So even though we dream." – Dr. Martin Luthe	ow, I still have a	1 (Center Closes at 1:00pm)						
RUARY	4 Walk-In Hours 10:00am – 2:00pm	5 Starting A Small Business: SCORE 11:30am – 1:00pm	6 Workplace Excellence Workshop "Communicationability" 10:00am – 11:30am	7 Interviewing Skills (Mock Interviews) 11:15am – 12:15pm Information Session 1:00m – 2:00pm	8 (Center Closes at 1:00pm)				
FEB	11 Walk-In Hours 10:00am – 2:00pm	12 Careers for People with Disabilities The Choice Group 11:30am - 1:00pm	13 Workplace Excellence Workshop "Dependability" 10:00am – 11:30am	14 Information Session 10:00 am – 11:00am Worknet Solution: (Developing a Marketable Resume) 11:15am – 12:15pm	15 (Center Closes at 1:00pm)				

President's Day- National Holiday Center Closed PRESIDENTS: DAY:	19 Careers for People 50 Years and Older AARP 11:30am - 1:00pm	Workplace Excellence Workshop "Presentability" 10:00am – 11:30am	21 SMART Goals 11:00am – 12:00pm Information Session 1:00pm – 2:00pm	22 (Center Closes at 1:00pm)
25 Walk-In Hours 10:00am – 2:00pm	26 Careers in Construction: 5 C's Construction 11:30am – 1:00pm	27 Workplace Excellence Workshop "Reasonability" 10:00am – 11:30am	28 Information Session 10:00am – 11:00am Overcoming Barriers 11:15am – 12:15pm	

Workshop and Activity Descriptions

- **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.
- Goal Setting: This workshop will be centered around having a group discussion on ways to achieve goals that you set for you and your family.
- All eyes on me: This workshop focuses on preparing the participant to dress professionally in the workplace.
- **Developing a marketable resume:** This is an informative workshop to train the participant to develop a marketable resume.
- Let's test your interview skills: There will be mock interviews given, and there will be a discussion about overcoming fear in an interview.
- **Recruitment events:** Recruitment Events is a time we set aside on our calendar and invite an employer to our site. Our participants get an opportunity to meet the employer face-to-face in a small setting. This is a time when you come dressed professionally with your resume in hand ready to present to the employer.
- 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.
 - o **Adaptability**: Today's workplace is changing faster than ever. Learn how to navigate success in this new environment.
 - o **Communicationability**: Gain tips on how to use your best verbal and non-verbal communication skills in the workplace.
 - o **Dependability:** Learn to maximize your time in the workplace. It's more than being on time for work. It's about the work.
 - o **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.
 - o **Respectability:** Companies need employees who get along and bring out the best in each other. Learn what that really means.
 - 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.
 - Suitability: Employers want employees who have the skills, knowledge, and experience for the job, AND who fit the culture. Learn how to
 fit into the culture of the workplace.
 - o **Transitionability:** Learn how to strengthen your transitionability so you can move smoothly into a new job.