



Calendar of Activities

6255 Old Warwick Road

Hours of Operation

M – TR: 10am – 2pm; Fridays: 10am – 1pm

Phone Number: 804-646-4727

Like us on Facebook: <https://www.facebook.com/maggiewalkerrva> Follow us on Twitter: <https://twitter.com/Maggiewalkerrva> Follow us on Instagram: <https://www.instagram.com/rvacommunitywealthbuilders/>

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](#)

February 2019					
FEBRUARY 2019	Monday	Tuesday	Wednesday	Thursday	Friday
	"All Great Achievements Require Time." – Maya Angelou				1 (Center Closes at 1:00pm)
	4 Workplace Excellence Workshop "Presentability" 10:00am – 11:30am	5 Information Session 10:00am – 11:00am Goal Setting 11:15am – 12:15pm	6 Let's Test Your Interview Skills [Mock Interview] 10:00am – 11:00am	7 Career Connect 10:00am – 11:30am Recruitment Event: Allied Universal 11:00am – 1:00pm	8 (Center Closes at 1:00pm)
	11 Workplace Excellence Workshop "Reasonability" 10:00am – 11:30am	12 "If you fail to plan, you plan to fail" (How to set and accomplish goals) 11:00am – 12:00pm Information Session 1:00pm – 2:00pm	13 All Eyes on Me [Dressing for the job] 1:00pm – 2:00pm	14 Career Connect 10:00am – 11:00am Recruitment Event: JumpStarz 11:00am – 1:00pm	15 (Center Closes at 1:00pm)

	18 President's Day-National Holiday Center Closed 	19 Information Session 10:00am – 11:00am Goal Setting 11:00am – 12:00pm	20 Developing a Marketable Resume 10:00am – 11:00am	21 Career Connect 10:00am – 11:00am Recruitment Event: Home Depot Coca Cola Bottling GRTC Transit System 11:00am – 1:00pm	22 (Center Closes at 1:00pm)
	25 Workplace Excellence Workshop "Respectability" 10:00am – 11:30am	26 Financial Goal Setting: Guest Facilitator: Jimia Jones CEO & Certified Financial Counselor - Provision, LLC 11:00am – 12:00pm Information Session 1:00pm – 2:00pm	27 "Women-In-The-Workplace" AND "A Father's Balancing Act" 10:00am – 11:00am	28 Career Connect 10:00am – 11:00am Recruitment Event: SMI Hotel Group 11:00am – 1:00pm	

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.
- **How to respect your supervisor even when you don't like them:** This workshop will empower and train the participant to be a great employee by making positive decisions even when they may not like their supervisor.
- **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.
- **Being positive in a negative work environment:** This workshop will help participants overcome adversity in the workplace due to the negative behaviors of their co-workers.
- **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.
 - **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.
 - **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.
 - **Transitionability:** Learn how to strengthen your transitionability so you can move smoothly into a new job.