

100% GOVERNMENT PHOTO ID  
CHECK TO ENTER THE BUILDING  
Center Hours of Operation:  
**Monday - Thursday**  
8:30am - 4:30pm  
**Friday**  
9:30am - 4:30pm



5171 South Dakota Ave NE  
Washington DC 20017  
202-576-3092  
www.dcnetworks.org

**Northeast**

**Unemployment Compensation:**  
Mon -Thurs 8:30am - 4:00pm  
Friday 9:30am - 4:00pm

**August 2016**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Week 1	1	2	3	4	5
Week 2	8	9	10	11	12
Week 3	15	16	17	18	19
Week 4	22	23	24	25	26
Week 5	29	30	31		29

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
9:00-10:00	<b>Get to Know Your American Job Center (Orientation)</b>	<b>Get to Know Your American Job Center (Orientation)</b>	<b>Get to Know Your American Job Center (Orientation)</b>	<b>Get to Know Your American Job Center (Orientation)</b>	<b>No Workshops</b>
10:30 - 12:00	<b>Microsoft Digital Alliance</b> (Pre-registration required. Only offered in weeks 2,3,4,5)	<b>Microsoft Digital Alliance</b> (Pre-registration required. Only offered in weeks 2,3,4,5)	<b>Microsoft Digital Alliance</b> (Pre-registration required. Only offered in weeks 2,3,4,5)	<b>Microsoft Digital Alliance</b> (Pre-registration required. Only offered in weeks 2,3,4,5)	<b>No Workshops</b>
1:30 - 2:30	<b>No Workshops</b>	<b>Smart Resume: Tips, Tools and Techniques</b>	<b>The Conversation That Gets The Job (Interviewing Skills)</b>	<b>Smart Resume: Tips, Tools and Techniques</b>	<b>No Workshops</b>
3:00 - 4:00	<b>Navigating DCNetworks</b>	<b>Writing a Professional Cover Letter</b>	<b>Successfully Submitting Online Job Applications</b>	<b>Writing a Professional Cover Letter</b>	<b>Career BootCamp Matching Talent to Opportunity</b> (Referred by Employment Specialist Only. Held every 4th Friday.)

Microsoft Digital Alliance and Creating a Smart Resume will be held in Room 216  
All other sessions will be held in Room 218

**Attendance Policy**

First Come, First Serve Seating  
Doors will be closed and session will begin at scheduled start time  
Seating capacity strictly enforced

*Although DOES makes every effort to maintain our schedules as assigned, session times are subject to change without prior notice*

**REGISTRATION IN DCNETWORKS IS REQUIRED BEFORE SERVICES CAN BE RENDERED.**

**You can register at [www.dcnetworks.org](http://www.dcnetworks.org)**

## Session Descriptions

### **Get to Know Your American Job Center (General Orientation)**

This session is designed to provide participants with general information and services provided by the Department of Employment Services and the American Job Center programs which includes an overview of scheduled Performance Enhancement Sessions.

### **Writing a Professional Cover Letter**

A well-written cover letter can increase the chances of an employer viewing your resume. Learn how to write a professional cover letter that best represents your skills and strengths applicable to your desired position.

### **Smart Resume: Tips, Tools, and Techniques**

Your resume is your first impression. Learn how to structure your resume in a way that will stand out to employers. Discussion will include strategies on how to cater your resume to the job description, different resume styles, and using key words and phrases.

### **The Conversation That Gets the Job (Interviewing Skills)**

Market your skills to the employer and prepare for a professional interview. Learn about panel interviewing, what not to say during an interview, and what to do after the interview is over.

### **Navigating DC Networks**

Learn the best strategies to connect with employers and their job postings online through DC Networks. This session will provide you with necessary information to assist you in putting your best foot forward online. Find out about tools that will help you show employers who you are, alert you when new jobs are posted and improve your job search.

### **Successfully Submitting Online Job Applications**

Participants will learn how to navigate in DCNetworks.org to successfully create job searches and how apply for jobs online.

### **Microsoft Digital Alliance**

Brand new to computers? This 4-week, hands-on course is for you! Learn how to use the mouse, keyboard, and send an email with an introduction to Microsoft programs.

You must pre-register for this course by contacting Vanessa Ingram at 202-576-3078.

### **Unemployment Insurance Benefits Services**

Customers can file their initial or weekly claims using DCNetworks.org. Customers can speak with a Claims Examiner to discuss issues related to their claim 8:30am-5:00pm Monday thru Friday. Customers will be received in the center until 4:00pm. After 4:00pm, customers may call the UI Call Center at 202-724-7000.

### **Career BootCamp Matching Talent To Opportunity**

Customers are invited to participate in an intensive 3 hour Interviewing Workshop where Branding and Networking is discussed. Customers also take part in mock interviews. Workshop begins at 1:00pm. Customers are referred by Employment Specialist Only.

## Partner Services

### **Vocational Rehabilitation Services**

Mr. Jones is available Monday and Tuesday from 9:00am -3:00pm and Mr. Drew Franklin will be available Wednesday, Thursday and Friday from 9:00am-3:00pm. Customers must have a center referral.

*Staff may also connect job seekers with possible referrals to services that are offered in the community, including services for people with disabilities, mental health services, literacy/ESL/LEP services, etc...*