

**100% PHOTO ID CHECK  
TO ENTER THE BUILDING**

Hours of Operation:  
8:30 am - 4:00 pm



**DC WORKS! CAREER CENTER SOUTHEAST**  
YOUR WORKFORCE CONNECTION

3720 MARTIN LUTHER KING AVE., SE  
WASHINGTON, DC 20032  
202-741-7747  
www.dcnetworks.org

**Walk In Services**  
Tuesday - Thursday, 9:00 am - 11:30 am

**JULY 2012**

**Unemployment Compensation**  
Daily, 9:00 am - 3:00 pm

Mon	Tue	Wed	Thu	Fri
<p>2</p> <p><b>Resume Building 100</b> 9:30am-10:30am Room 103</p> <p><b>MS Digital Alliance</b> 11:00am-1pm Room 102</p> <p><b>Navigating DCNetworks</b> 2:30pm-3:30pm Room 102</p>	<p>3</p> <p><b>Re Employment Program</b> 9am-12noon Room 250</p> <p><b>MS Digital Alliance</b> 11:00am-1pm Room 102</p> <p><b>General Orientation and Training Information Workshop</b> 2:30 pm- 4:00 pm Room 250</p>	<p>4</p> <p><b>4th of July Holiday</b></p> <p><b>Center Closed</b></p>	<p>5</p> <p><b>Re Employment Program</b> (By Invitation Only) 9:00am-12:00 Noon Room 250</p>	<p>6</p> <p><b>MS Digital Alliance</b> 11:00am-1pm Room 102</p>
<p>9</p> <p><b>Resume Building 100</b> 9:30am-10:30am Room 103</p> <p><b>MS Digital Alliance</b> 11:00am-1pm Room 102</p> <p><b>Navigating DCNetworks</b> 2:30pm-3:30pm Room 102</p>	<p>10 <b>Re Employment Program</b> 9am-12noon Room 250 (By Invitation Only)</p> <p><b>Interviewing Skills</b> 9:30am-10:30am Room 103</p> <p><b>MS Digital Alliance</b> 11:00am-1pm Room 102</p> <p><b>General Orientation and Training Information Workshop</b> 2:30 pm- 4:00 pm Room 250</p>	<p>11</p> <p><b>General Orientation and Training Information Workshop</b> 9:00 am - 10:30 am Room 250</p> <p><b>MS Digital Alliance</b> 11:00am-1pm Room 102 (Reservation Only)</p> <p><b>Resume Building 200</b> 2:30pm-3:30pm Room 102</p>	<p>12</p> <p><b>Re Employment Program</b> (By Invitation Only) 9:00am-12:00 Noon Room 250</p>	<p>13</p> <p><b>CASAS Exam</b> 10:00 am-2:00 pm Room 248</p> <p><b>MS Digital Alliance</b> 11:00am-1pm Room 102</p>
<p>16</p> <p><b>Resume Building 100</b> 9:30am-10:30am Room 103</p> <p><b>Navigating DCNetworks</b> 11:30am-12:30pm Room 102</p>	<p>17</p> <p><b>Re Employment Program</b> 9am-12noon Room 250 (By Invitation Only)</p> <p><b>Bank on Your Money - Financial Workshop</b> 10:00am —11:00am</p> <p><b>General Orientation and Training Information Workshop</b> 2:30 pm- 4:00 pm Room 250</p>	<p>18</p> <p><b>General Orientation and Training Information Workshop</b> 9:00 am - 10:30 am Room 250</p> <p><b>Resume Building 200</b> 11:30am-1:00pm Room 102</p>	<p>19</p> <p><b>Re Employment Program</b> (By Invitation Only) 9:00am-12:00 Noon Room 250</p>	<p>20</p>
<p>23</p> <p><b>Resume Building 100</b> 9:30am-10:30am Room 103</p> <p><b>MS Digital Alliance</b> 11:30am - 1pm Room 102 (Reservation Only)</p> <p><b>Navigating DCNetworks</b> 2:30pm-3:30pm Room 102</p>	<p>24</p> <p><b>Re Employment Program</b> 9am-12noon Room 250 (By Invitation Only)</p> <p><b>Interviewing Skills</b> 9:30am-10:30am Room 103</p> <p><b>MS Digital Alliance</b> 11:30am-1pm Room 102</p> <p><b>General Orientation and Training Information Workshop</b></p>	<p>25</p> <p><b>General Orientation and Training Information Workshop</b> 9:00 am - 10:30 am Room 250</p> <p><b>MS Digital Alliance</b> 11:30am-1pm Room 102 (Reservation Only)</p> <p><b>Resume Building 200</b> 2:30pm-3:30pm Room 102</p>	<p>26</p> <p><b>Re Employment Program</b> (By Invitation Only) 9:00am-12:00 Noon Room 250</p>	<p>27</p> <p><b>CASAS Exam</b> 10:00 am-2:00 pm Room 248</p>
<p>30</p> <p><b>Resume Building 100</b> 9:30am-10:30am Room 103</p> <p><b>MS Digital Alliance</b> 11:30am - 1pm Room 102 (Reservation Only)</p> <p><b>Navigating DCNetworks</b> 2:30pm-3:30pm Room 102</p>	<p>31</p> <p><b>Re Employment Program</b> 9am-12noon Room 250 (By Invitation Only)</p> <p><b>MS Digital Alliance</b> 11:30am-1pm Room 102 (Reservation Only)</p> <p><b>General Orientation and Training Information Workshop</b> 2:30 pm - 4:00 pm Room 250</p>		<p><b>All Workshops Have Limited Seating Capacity</b></p>	

## Calendar Schedules are Subject To Change

### First Come, First Served Seating.

A sign-in sheet will be located at the **Reception desk one (1) hour before designated start time on the day of workshop or orientation.** In fairness to all **workshop or orientation participants**, doors will be closed and begin at scheduled start time. Although DOES makes every effort to maintain our schedules as assigned, workshops/orientations times are subject to change without prior notice. **Seating capacity strictly enforced.**

### Inclement Weather Policy

Workshops/Orientation **MAY** be cancelled if the District Public Schools are closed or delayed, or if the instructor is delayed due to severe weather. **BEFORE YOU TRAVEL**, find out if the session is cancelled by calling **202 741-7747.**

### **General Orientation and Training Information Workshop**

This One-Stop Career Center workshop is designed to provide participants with general information and services provided by the Department of Employment Services and the One-Stop Career Center programs which includes an overview of various occupational training opportunities available and reviews the training applicant process. **Seating capacity 25**

### **Resume Building 100 and 200 Workshop**

**Resume 100** workshop focuses on the elements of building a professional resume and will discuss the 3 Main Resume Types while providing the basic steps of preparing and building a resume using DCNetworks.org. **Seating Capacity 25**

**Resume 200** workshop focuses on the review and development of resumes for experienced professionals in the workforce. Emphasizing career accomplishments, highlights, competencies and professionalized summaries.

**Seating capacity 25.**

### **Navigating DCNetworks**

Participants will learn how to navigate in DCNetworks.org to successfully create job searches, using Labor Market search Information, key words and skill sets to successfully apply for jobs online . **Seating capacity 10**

### **Interviewing Skills**

Participants will learn how to answer the top ten questions asked during an interview to obtain more successful results and land the job. **Seating capacity 25.**

### **Computer Basics June 5, and June 12, 2012**

Participants will receive an introduction to basic computer techniques which can be used to assist with the online job application process. This workshop is designed to help customers meet the demands of day to day basic computer application and understanding. **Seating capacity 10**

### **Bank on Your Money, from Bank on DC**

A Financial Literacy Workshop, "The "Bank on Your Money" classes feature the basics of banking, savings, the differences between types of accounts financial institutions offer, the fee and how to manage your money.

(This workshop is not being offered in June 2012, but will resume in July, 2012).

### **Microsoft Digital Alliance Workshop - Beginning June 18, 2012**

Receive computer instruction in a three-part series ranging from Basic to Advanced. This workshop is designed to teach customers how to apply current and emerging computer language and technologies which can be used in the professional workplace. The workshop requires a commitment of four (4) consecutive days of attendance in a two hour setting.

Customers must pre-register by contacting T. Bradley at 202-724-7747 **Reservations are required. Seating Capacity 14.**

### **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. 8:30 a.m. - 3:00 pm. (service

**REGISTRATION IN DC NETWORKS IS REQUIRED BEFORE SERVICES CAN BE RENDERED.**

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