

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

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



**Northeast**

**5171 South Dakota Ave. N.E.  
Washington, D.C. 20017  
202-576-3092  
www.dcnetworks.org**

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

**Unemployment Compensation  
Daily, 8:30 am - 3:00 pm**

**MARCH 2013**

Mon	Tue	Wed	Thu	Fri
<p><b>Professional Enhancement Sessions</b> <b>THEME OF THE MONTH</b> <b>"JOB SEARCH"</b> <i>Key Train Curriculum</i></p>				<p>1</p> <p>Training Opportunities Prescreening Session 10:00am-2:00pm</p>
<p>4 Get to Know Your American Job Center and Training Information Session 9:00 am- 10:30 am Room 218 Intensive Intervention 9:00 am-3:00 pm Room 217 Microsoft Digital Alliance 11:00am-1:00pm Room216 (Reservation Required) Resume Building 100 2:30 pm—4:00 pm Room 218</p>	<p>5 REA Program 9:00am-12:00pm Room 217 Intensive Intervention 9:00 am-3:00 pm Room 217 Microsoft Digital Alliance 11:00am-1:00pm Room216 (Reservation Required)</p>	<p>6 Get to Know Your American Job Center and Training Information Session 9:00 am- 10:30am Room 218 Microsoft Digital Alliance 11:00am-1:00pm Room216 (Reservation Required) Resume Building 200 2:30pm-3:30pm Room 216</p>	<p>7 REA Program 9:00am-12:00pm Room 217 Microsoft Digital Alliance 11:00am-1:00pm Room216 (Reservation Required)</p>	<p>8</p> <p>Training Opportunities Prescreening Session 10:00am-2:00pm</p>
<p>11 Get to Know Your American Job Center and Training Information Session 9:00 am- 10:30 am Room 218 Intensive Intervention 9:00 am-3:00 pm Room 217 Resume Building 100 2:30 pm—4:00 pm Room 218</p>	<p>12 REA Program 9:00am-12:00pm Room 217 Intensive Intervention 9:00 am-3:00 pm Room 217 Professional Enhancement: Successfully Submitting Online Job Applications 9:30am-10:30am Room 218</p>	<p>13 Get to Know Your American Job Center and Training Information Session 9:00 am- 10:30 am Room 218 Resume Building 200 2:30pm-3:30pm Room 216</p>	<p>14 REA Program 9:00am-12:00pm Room 217 Professional Enhancement: Interviewing Skills 2:30pm-3:30pm Room 218</p>	<p>15</p> <p>Training Opportunities Prescreening Session 10:00am-2:00pm</p>
<p>18 Get to Know Your American Job Center and Training Information Session 9:00 am- 10:30 am Room 218 Intensive Intervention 9:00 am-3:00 pm Room 217 Microsoft Digital Alliance 11:00am-1:00pm Room216 (Reservation Required) Resume Building 100 2:30 pm—4:00 pm Room 218</p>	<p>19 REA Program 9:00am-12:00pm Room 217 Intensive Intervention 9:00 am-3:00 pm Room 217 Microsoft Digital Alliance 11:00am-1:00pm Room216 (Reservation Required)</p>	<p>20 Get to Know Your American Job Center and Training Information Session 9:00 am- 10:30 am Room 218 Microsoft Digital Alliance 11:00am-1:00pm Room216 (Reservation Required) Resume Building 200 2:30pm-3:30pm Room 216</p>	<p>21 REA Program 9:00am-12pm Microsoft Digital Alliance 11:00am-1:00pm Room216 (Reservation Required) Professional Enhancement : Writing a Professional Cover Letter 2:30pm-3:30pm Room 218</p>	<p>22</p> <p>Training Opportunities Prescreening Session 10:00am-2:00pm</p>
<p>25 Get to Know Your American Job Center and Training Information Session 9:00 am- 10:30 am Room 218 Intensive Intervention 9:00 am-3:00 pm Room 217 Microsoft Digital Alliance 11:00am-1:00pm Room216 (Reservation Required) Resume Building 100 2:30 pm—4:00 pm Room 218</p>	<p>26 REA Program 9:00am-12:00pm Intensive Intervention 9:00am-3:00pm Room 217 Microsoft Digital Alliance 11:00am-1:00pm Room216 (Reservation Required)</p>	<p>27 Get to Know Your American Job Center and Training Information Session 9:00 am- 10:30 am Room 218 Microsoft Digital Alliance 11:00am-1:00pm Room216 (Reservation Required) Resume Building 200 2:30 pm—3:3 0pm Room 216</p>	<p>28 REA Program 9am-12pm Microsoft Digital Alliance 11:00am-1:00pm Room216 (Reservation Required) Using Social Media in Your Job Search 2:30pm-3:30pm Room218</p>	<p>29</p> <p>Training Opportunities Prescreening Session 10:00am-2:00pm</p>

## Attendance Policy

### FIRST COME, FIRST SERVE SEATING.

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

### Seating capacity strictly enforced.

### Inclement Weather Policy

Workshops **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 **202-576-3092.**

### **Professional Enhancement Sessions - Theme of the Month: THE JOB SEARCH**

Participants will learn how to sharpen their skills and gain insight about specific topics such as writing a cover letter, developing interviewing skills and successfully completing online job applications.

### **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.

### **Occupational Skills Training Information Session.**

An overview of the occupational training applicant process.

### **Building a Professional Resume Level 100 and 200 Sessions**

**Level 100 Session** 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.

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

### **Using Social Media in Your Job Search**



Participants will learn how to best utilize Facebook, LinkedIn and Twitter to maximize their job search efforts and connect with employers using today's social medias.

### **Microsoft Digital Alliance - Professional Enhancement Session**

*A great way to improve your computer skills is to enroll in a free computer course.*

Receive computer instruction in a two-part series ranging from Basic to Intermediate. This session is designed to teach customers how to apply current and emerging computer language and technologies which can be used in the professional workplace. The sessions requires a commitment of four (4) consecutive days of attendance in a two hour setting for four (4) weeks. Customers must pre-register by contacting Vanessa Ingram at 202-576-3092. **Reservation is required.**

**Seating Capacity 15.**

### **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-3pm Monday thru Friday

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

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

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

