

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

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



**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**

**FEBRUARY 2013**

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

Mon	Tue	Wed	Thu	Fri
<p>Look for New Professional Enhancement Sessions</p> <p><b>THEME OF THE MONTH</b></p> <p><b>“JOB SEARCH”</b></p> <p>Key Train Curriculum</p>				1
<p>4</p> <p><b>Resume Building Level 100</b> 9:30am-10:30am Room 103</p> <p><b>MS Digital Alliance</b> 11:30 am-1:00 pm Room 102 (Must be pre-registered)</p>	<p>5</p> <p><b>Re Employment Program</b> 9am-12noon Room 250 (By Invitation Only)</p> <p><b>MS Digital Alliance</b> 11:30 am-1:00 pm Room 102 (Must be pre-registered)</p> <p><b>Get to Know Your American Job Center and Training Information Session</b> 2:30 pm- 4:00 pm Room 250</p>	<p>6</p> <p><b>Get to Know Your American Job Center and Training Information Session</b> 9:00 am - 10:30 am Room 250</p> <p><b>MS Digital Alliance</b> 11:30 am-1:00 pm Room 102 (Must be pre-registered)</p>	<p>7</p> <p><b>MS Digital Alliance</b> 11:30 am-1:00 pm Room 102 (Must be pre-registered)</p> <p><b>Resume Building Level 200</b> 2:30pm-3:30pm Room 102</p>	<p>8</p> <p><b>CASAS Exam</b> 10:00 am-2:00 pm Room 248</p>
<p>11</p> <p><b>Resume Building Level 100</b> 9:30am-10:30am Room 103</p> <p><b>MS Digital Alliance</b> 11:30 am-1:00 pm Room 102 (Must be pre-registered)</p> <p><b>Professional Enhancement Session</b> <b>Writing an Electronic Resume :</b> 2:30 pm - 3:30 pm Room 250</p>	<p>12</p> <p><b>MS Digital Alliance</b> 11:30 am-1:00 pm Room 102 (Must be pre-registered)</p> <p><b>Get to Know Your American Job Center and Training Information Session</b> 2:30 pm- 4:00 pm Room 250</p>	<p>13</p> <p><b>Get to Know Your American Job Center and Training Information Session</b> 9:00 am - 10:30 am Room 250</p> <p><b>MS Digital Alliance</b> 11:30 am-1:00 pm Room 102 (Must be pre-registered)</p>	<p>14</p> <p><b>MS Digital Alliance</b> 11:30 am-1:00 pm Room 102 (Must be pre-registered)</p> <p><b>Resume Building Level 200</b> 2:30pm-3:30pm Room 102</p>	<p>15</p>
<p>18</p> <p>PRESIDENT'S DAY OBSERVED</p> <p>CENTER CLOSED</p>	<p>19</p> <p><b>Re Employment Program</b> 9am-12noon Room 250 (By Invitation Only)</p> <p><b>MS Digital Alliance</b> 11:30 am-1:00 pm Room 102 (Must be pre-registered)</p> <p><b>Get to Know Your American Job Center and Training Information Session</b> 2:30 pm - 4:00 pm Room 250</p>	<p>20</p> <p><b>Get to Know Your American Job Center and Training Information Session</b> 9:00 am - 10:30 am Room 250</p> <p><b>MS Digital Alliance</b> 11:30 am-1:00 pm Room 102 (Must be pre-registered)</p>	<p>21 <b>Re Employment Program</b> (By Invitation Only) 9:00am-12:00 Noon Room 250</p> <p><b>MS Digital Alliance</b> 11:30 am-1:00 pm Room 102 (Must be pre-registered)</p> <p><b>Resume Building Level 200</b> 2:30pm-3:30pm Room 102</p>	<p>22</p> <p><b>CASAS Exam</b> 10:00 am-2:00 pm Room 248</p>
<p>25</p> <p><b>Resume Building Level 100</b> 9:30am-10:30am Room 103</p> <p><b>MS Digital Alliance</b> 11:30 am-1:00 pm Room 102 (Must be pre-registered)</p> <p><b>Professional Enhancement Session</b> <b>Selling Yourself in a Resume</b>2:30 pm - 3:30 pm Room 250</p>	<p>26 <b>Re Employment Program</b> 9am-12noon Room 250 (By Invitation Only)</p> <p><b>MS Digital Alliance</b> 11:30 am-1:00 pm Room 102 (Must be pre-registered)</p> <p><b>Get to Know Your American Job Center and Training Information Session</b> 2:30 pm - 4:00 pm Room 250</p>	<p>27</p> <p><b>Get to Know Your American Job Center and Training Information Session</b> 9:00 am - 10:30 am Room 250</p> <p><b>MS Digital Alliance</b> 11:30 am-1:00 pm Room 102 (Must be pre-registered)</p> <p><b>Resume Building Level 200</b> 2:30pm-3:30pm Room 102</p>	<p>28</p> <p><b>Re Employment Program</b> 9:00am-12:00 Noon Room 250</p> <p><b>MS Digital Alliance</b> 11:30 am-1:00 pm Room 102</p> <p><b>Understanding Social Media</b> 2:30 pm - 3:30 pm Room 102</p>	

Our goal is to ensure that we prepare you for employment while maintaining a professional environment at the American Job Center for all customers.

## 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 **202 741-7747**

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

Participants will learn how to sharpen their skills and gain insight about specific tools for actionable steps.

### **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.

### **Understanding Social Media Networking**



LinkedIn

Participants will learn how to best utilize DCNetworks.org, 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 Tawanna Bradley 202 741-7747. **Reservations are required.**

### **Seating Capacity 10**

### **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.*

### **The Education Counselor for Educational Opportunity Center is available on the following dates and times:**

Mr. Herman Pryor 1<sup>st</sup> and 2<sup>nd</sup> Tuesdays - 2:30pm – 4:00pm; 2<sup>nd</sup> and 3<sup>rd</sup> Wednesdays – 9am – 3pm  
Located at the American Job Center SE 2<sup>nd</sup> floor, Room 217

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

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