

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

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

**DECEMBER 2013**

Mon	Tue	Wed	Thu	Fri
<p>2</p> <p><b>Smart Resume: Tips, Tools and Techniques</b> 9:30am - 10:30am Room 243</p> <p><b>Microsoft Digital Alliance</b> 11:00am - 1:00pm Room 102 (Pre-registration Required)</p> <p><b>The Conversation That Gets the Job (Interviewing Skills)</b> 2:30pm - 3:30pm Room 243</p>	<p>3</p> <p><b>Microsoft Digital Alliance</b> 11:00am - 1:00pm Room 102 (Pre-registration Required)</p> <p><b>Get to Know Your American Job Center (Orientation)</b> 2:30pm - 3:30pm Room 243</p>	<p>4</p> <p><b>Get to Know Your American Job Center (Orientation)</b> 9:00am - 10:00am Room 243</p> <p><b>Microsoft Digital Alliance</b> 11:00am - 1:00pm Room 102 (Pre-registration Required)</p>	<p>5</p> <p><b>Successfully Submitting Online Job Applications</b> 9:30am—10:30am Room 243</p> <p><b>Microsoft Digital Alliance</b> 11:00am - 1:00pm Room 102 (Pre-registration Required)</p> <p><b>Creating a Smart Resume</b> 2:30pm - 3:30pm Room 102</p>	6
<p>9</p> <p><b>Smart Resume: Tips, Tools and Techniques</b> 9:30am - 10:30am Room 243</p> <p><b>Microsoft Digital Alliance</b> 11:00am - 1:00pm Room 102 (Pre-registration Required)</p>	<p>10</p> <p><b>Writing a Professional Cover Letter</b> 9:30am—10:30am Room 243</p> <p><b>Microsoft Digital Alliance</b> 11:00am - 1:00pm Room 102 (Pre-registration Required)</p> <p><b>Get to Know Your American Job Center (Orientation)</b> 2:30pm - 3:30pm Room 243</p>	<p>11</p> <p><b>Get to Know Your American Job Center (Orientation)</b> 9:00am - 10:00am Room 243</p> <p><b>Microsoft Digital Alliance</b> 11:00am - 1:00pm Room 102 (Pre-registration Required)</p> <p><b>Using Social Media in Your Job Search</b> 2:30pm - 3:30pm Room 243</p>	<p>12</p> <p><b>Microsoft Digital Alliance</b> 11:00am - 1:00pm Room 102 (Pre-registration Required)</p> <p><b>Creating a Smart Resume</b> 2:30pm - 3:30pm Room 102</p>	13
<p>16</p> <p><b>Smart Resume: Tips, Tools and Techniques</b> 9:30am - 10:30am Room 243</p> <p><b>The Conversation That Gets the Job (Interviewing Skills)</b> 11:30am - 12:30pm Room 243</p>	<p>17</p> <p><b>Get to Know Your American Job Center (Orientation)</b> 2:30pm - 3:30pm Room 243</p>	<p>18</p> <p><b>Get to Know Your American Job Center (Orientation)</b> 9:00am - 10:00am Room 243</p> <p><b>Using Social Media in Your Job Search</b> 11:00am - 12:00pm Room 243</p> <p><b>Writing a Professional Cover Letter</b> 2:30pm—3:30pm Room 243</p>	<p>19</p> <p><b>Successfully Submitting Online Job Applications</b> 10:30am—11:30am Room 243</p> <p><b>Creating a Smart Resume</b> 2:30pm - 3:30pm Room 102</p>	20
<p>23</p> <p><b>Get to Know Your American Job Center (Orientation)</b> 9:30am - 10:30am Room 243</p>	<p>24</p> <p><b>No Workshops Scheduled</b></p>	<p>25</p> <p><b>CHRISTMAS DAY OBSERVED</b></p> <p><b>CENTER CLOSED</b></p>	<p>26</p> <p><b>No Workshops Scheduled</b></p>	27
<p>30</p> <p><b>Get to Know Your American Job Center (Orientation)</b> 9:30am - 10:30am Room 243</p>	<p>31</p> <p><b>No Workshops Scheduled</b></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 the session.**

In fairness to all **session participants**, doors will be closed and begin at scheduled start time.

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

## Inclement Weather Policy

Sessions **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**

## **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.

## **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.

## **Creating a Smart Resume**

Now that you've learned how to create a smart resume, let's get to work in the computer lab! Get assistance with creating, editing, and modifying your resume using DCNetworks.org. (Prerequisite: Smart Resume: Tips, Tools, and Techniques)

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

Eighty-nine percent (89%) of all new hires are made through referrals, networking, or applicant research. Find out how using social networking sites such as Facebook, Twitter, and LinkedIn can impact your job search.



LinkedIn

## **The Conversation That Gets the Job**

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.

## **Successfully Submitting Online Job Applications**

Participants will learn how to navigate in DCNetworks.org to successfully create job searches, and will learn how apply for jobs Online. **Seating capacity 12.**

## **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. Pre-registration is required for the Microsoft Digital Alliance course.

You must pre-register for this class by contacting Tawanna Bradley at 202 741-7747.

## **The Educational Counselor for Educational Opportunity Center, Mr. Pryor, is available on the following dates and times, on the 2<sup>nd</sup> floor, Room 217:**

1<sup>st</sup> and 2<sup>nd</sup> Tuesdays - 1:00pm – 4:00pm

2<sup>nd</sup> and 3<sup>rd</sup> Wednesdays – 9:00am – 3:00pm

## **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)**