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

americanjobcenter® Washington, DC

Southeast

3720 Martin Luther King Ave SE
Washington DC 20032
202-741-7747
www.dcnetworks.org

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

June 2015

(No sessions will be held on Fridays)

	Monday	Tuesday	Wednesday	Thursday	Friday
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			

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-10:00	**Get to Know Your American Job Center (Orientation)**	**Get to Know Your American Job Center (Orientation)**	**Get to Know Your American Job Center (Orientation)**	**Get to Know Your American Job Center (Orientation)**	**No Workshops**
10:30 - 11:30	**Microsoft Digital Alliance** (Pre-registration required)	**Microsoft Digital Alliance** (Pre-registration required)	**Microsoft Digital Alliance** (Pre-registration required)	**Microsoft Digital Alliance** (Pre-registration required)	**No Workshops**
1:30 - 2:30	**Career and Educational Planning** (June 8, 2015 only)	**Creating a Smart Resume/Cover Letter**	**Using Social Media in Your Job Search**	**Creating a Smart Resume/Cover Letter**	**No Workshops**
3:00 - 4:00	**Successfully Submitting Online Job Applications**	**The Conversation that Gets the Job (Interviewing Skills)**	**Navigating DC Networks**	**The Conversation that Gets the Job (Interviewing Skills)**	**No Workshops**

All sessions will be held in Room 102

Attendance Policy

First Come, First Served Seating
Please sign into session at Reception desk at least 10 minutes before designated start time
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

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.

Creating a Smart Resume
Now that you've learned how to create a smart resume, let's add the finishing touches! Get guidance with creating, editing, and modifying your resume using DCNetworks.org.
(Prerequisite: Smart Resume: Tips, Tools, and Techniques)

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
Learn how to effectively complete an online job application, job related online assessments, and avoid common errors that impact your chances for an interview.

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.

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 Nicky Lane at 202-741-7747 or at Nicky.Lane@dc.gov

Educational and Career Planning
Receive information on career trends of the 21st century. Learn how to get the training needed to make the transition into some of America's fastest growing jobs (facilitated on the 2nd Monday of each month, by EOC Representative Brian Smith).

Partner Services

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 Thursday and 9:30am-5:00pm 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.

Vocational Rehabilitation Services - Available each Thursday. Customers must have a center referral.
OSSE Postsecondary and Adult Education, GED, Occupational and Digital Literacy - Available weekly by center referral.
DC Healthy Families - Available Wednesdays and Fridays. 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...