

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

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



DC WORKS! CAREER CENTER NORTHEAST
YOUR WORKFORCE CONNECTION

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

AUGUST 2012

Mon	Tue	Wed	Thu	Fri
		<p>1 EUC/REA Program (Time TBA)</p> <p>General Orientation and Training Information Workshop 9:00 am- 10:30 am Room 218</p> <p>Microsoft Digital Alliance 11:00 am—1:00 pm Room 216</p> <p>Resume Building 200 2:30 pm—3:30 pm Room 216</p>	<p>2</p> <p>Microsoft Digital Alliance 11:00 am—1:00 pm Room 216</p> <p>Interviewing Skills 2:30 pm- 3:30 pm Room 218</p>	<p>3</p>
<p>6</p> <p>General Orientation and Training Information Workshop 9:00 am- 10:30 am Room 218</p> <p>Resume Building 100 2:30 pm—3:30 pm Room 218</p>	<p>7</p> <p>EUC/REA Program (Time TBA)</p> <p>Navigating DCNetworks 2:30 pm— 3:30 pm Room 216</p>	<p>8</p> <p>EUC/REA Program (Time TBA)</p> <p>General Orientation and Training Information Workshop 9:00 am- 10:30 am Room 218</p> <p>Resume Building 200 2:30 pm—3:30 pm Room 216</p>	<p>9</p> <p>EUC/REA Program (Time TBA)</p> <p>Bank on Your Money Know The Game 10:30am-12:00 Noon, Room 218</p>	<p>10</p> <p>EUC/REA Make-up Day for the week of 07/10-12/2012</p>
<p>13</p> <p>General Orientation and Training Information Workshop 9:00 am- 10:30 am Room 218</p> <p>Microsoft Digital Alliance 11:00 am—1:00 pm Room 216</p> <p>Resume Building 100 2:30 pm—3:30 pm Room 218</p>	<p>14</p> <p>EUC/REA Program (Time TBA)</p> <p>Microsoft Digital Alliance 11:00 am—1:00 pm Room 216</p> <p>Navigating DCNetworks 2:30 pm— 3:30 pm Room 216</p>	<p>15</p> <p>EUC/REA Program (Time TBA)</p> <p>General Orientation and Training Information Workshop 9:00 am- 10:30 am Room 218</p> <p>Microsoft Digital Alliance 11:00 am—1:00 pm Room 216</p> <p>Resume Building 200 2:30 pm—3:30 pm Room 216</p>	<p>16</p> <p>EUC/REA Program (Time TBA)</p> <p>Microsoft Digital Alliance 11:00 am—1:00 pm Room 216</p> <p>Interviewing Skills 2:30 pm- 3:30 pm Room 218</p>	<p>17</p> <p>EUC/REA Make-up Day for the week of 07/17-19/2012</p>
<p>20</p> <p>General Orientation and Training Information Workshop 9:00 am- 10:30 am Room 218</p> <p>Microsoft Digital Alliance 11:00 am—1:00 pm Room 216</p> <p>Resume Building 100 2:30 pm—3:30 pm Room 218</p>	<p>21</p> <p>EUC/REA Program (Time TBA)</p> <p>Microsoft Digital Alliance 11:00 am—1:00 pm Room 216</p> <p>Navigating DCNetworks 2:30 pm— 3:30 pm Room 216</p>	<p>22</p> <p>General Orientation and Training Information Workshop 9:00 am- 10:30 am Room 218</p> <p>Microsoft Digital Alliance 11:00 am—1:00 pm Room 216</p> <p>Resume Building 200 2:30 pm—3:30 pm Room 216</p>	<p>23</p> <p>Microsoft Digital Alliance 11:00 am—1:00 pm Room 216</p>	<p>24</p> <p>EUC/REA Make-up Day for 07/24/2012</p>
<p>27</p> <p>General Orientation and Training Information Workshop 9:00 am- 10:30 am Room 218</p> <p>Microsoft Digital Alliance 11:00 am—1:00 pm Room 216</p> <p>Resume Building 100 2:30 pm—3:30 pm Room 218</p>	<p>28</p> <p>Microsoft Digital Alliance 11:00 am—1:00 pm Room 216</p> <p>Navigating DCNetworks 2:30 pm— 3:30 pm Room 216</p>	<p>29</p> <p>General Orientation and Training Information Workshop 9:00 am- 10:30 am Room 218</p> <p>Microsoft Digital Alliance 11:00 am—1:00 pm Room 216</p> <p>Resume Building 200 2:30 pm—3:30 pm Room 216</p>	<p>30</p> <p>Microsoft Digital Alliance 11:00 am—1:00 pm Room 216</p> <p>Interviewing Skills 2:30 pm- 3:30 pm Room 218</p>	<p>31</p>

Calendar Schedules Are Subject To Change

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 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 **202 576-3092.**

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.

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.

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.

Navigating DCNetworks.org

Participants will learn how to navigate in DCNetworks.org to successfully create job searches, apply for jobs online, and will learn how to build an online resume in DCNetworks.org.

Interviewing Skills

Customers will learn how to market their skills during an interview, how to prepare themselves for an interview and what things never to say during an interview. Strategies include mock interviews by answering the top ten questions asked during an interview.

Microsoft Digital Alliance Workshop

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 for four (4) weeks. Customers must pre-register by contacting Vanessa Ingram at 202-576-3092.

Bank on Your Money, from Bank on DC

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

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.

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

You can register at www.dcnetworks.org

