

100% GOVERNMENT PHOTO ID CHECK
TO ENTER THE BUILDING

Center Hours of Operation:

Monday - Thursday
8:30am - 4:30pm

Friday
9:30am - 4:30pm



Northeast

5171 South Dakota Ave NE
Washington DC 20017
202-576-3092
www.dcnetworks.org

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

*Center will be closed on Tuesday
December 25, 2018 in observance
of Christmas Day.

December 2018

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|--------|--------------------|-----------|----------|--------|
| Week 1 | 3 | 4 | 5 | 6 | 7 |
| Week 2 | 10 | 11 | 12 | 13 | 14 |
| Week 3 | 17 | 18 | 19 | 20 | 21 |
| Week 4 | 24 | 25 (CLOSED) | 26 | 27 | 28 |
| Week 5 | 31 | | | | |

| | 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 - 12:00 | Microsoft Digital Alliance (pre-registration required) | Microsoft Digital Alliance (Pre-registration required) | Microsoft Digital Alliance (Pre-registration required) | Microsoft Digital Alliance (Pre-registration required) | Individual Assistance by Appointment Only. |
| 1:30 - 2:50 | Navigating www.dcnetworks.org (Bring User Id and Password) | Smart Resume: Tips, Tools and Techniques (Part I) | The Conversation That Gets The Job (Interviewing Skills) | Creating a Smart Resume in www.dcnetworks.org (Bring User id & Password) | Career Boot Camp Matching Talent to Opportunity |
| 3:00 - 4:00 | | Writing a Professional Cover Letter | Successfully Submitting Online Job Applications | Required Part I Smart Resume: Tips, Tools and Techniques | <u>Referred by Employment Specialist Only, Held every 4th Friday of the month.</u> |

Microsoft Digital Alliance and Navigating dcnetworks.org will be held in Room 216

*Please provide proof of Social Security Number

Attendance Policy

PLEASE ARRIVE 15 MINUTES BEFORE THE SCHEDULED WORKSHOP. There is first come, first serve seating

Doors will be closed and session will begin at scheduled start time

Seating capacity is 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 include an overview of scheduled Performance Enhancement Sessions. ***This session usually lasts 40 minutes.***

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. ***This workshop usually lasts 45 minutes.***

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. ***This workshop usually lasts one hour and twenty minutes.***

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. ***This workshop usually lasts one hour and twenty minutes.***

Navigating dcnetworks.org

Learn the best strategies to connect with employers and their job postings online through dcnetworks.org 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. **Must bring user id and password for dcnetworks.org. *This workshop usually lasts one hour and thirty minutes.***

Successfully Submitting Online Job Applications

Participants will receive information on how to successfully apply for jobs online. ***This workshop usually lasts 20 minutes.***

Microsoft Digital Alliance

Brand new to computers? This 4-week, hands-on basic computer course for people who do not know how to use computers. In this course you can learn how to use the mouse, keyboard, and send an email with an attachment. In addition, an introduction to Microsoft Word, Excel and PowerPoint programs is offered. Register for this course at the front desk at 5171 South Dakota Ave NE, 2nd floor, Washington, DC 20017. For additional information contact **C. Leticia Serrano at 202-576-3078 or at claudia.serrano@dc.gov.**

Creating a Smart Resume in www.dcnetworks.org (Please bring User ID and Password)

Before attending this workshop, customers must attend the Smart Resume: Tips, Tools and Techniques workshops. Customers will post their resumes in www.dcnetworks.org. Facilitator will guide customers in the process. ***(This workshop usually lasts one hour and twenty minutes)***

Unemployment Insurance Benefits Services

Customers can file their initial or weekly claims using dcnetworks.org or they can speak with a claims examiner to discuss issues related to their claim from 8:30 am-4:00 pm Monday thru Thursday. On Fridays the office opens from 9:30 am to 4:00 pm. Customers will be received in the center until 4:00 pm. After 4:00 pm, customers may call the UI Call Center at 202-724-7000.

Career Boot Camp Matching Talent To Opportunity

Customers are invited to participate in an intensive 2 hour interviewing skills workshop where branding and networking is discussed. Customers also take part in mock interviews. The workshop begins at 1:30pm and customers are referred by a workforce development specialist only.

Partner Services

Vocational Rehabilitation Services Mr. Tyrone Jones is available Monday and Tuesday from 9:00am -3:00pm and Mr. Raymond Kinlaw or Ms. Tikeya Milburn will be available Wednesday, Thursday and Friday from 9:00am-3:00pm. Customers must have a center referral (please see a workforce development specialist for a 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...

For more information on any of these workshops, please contact C. Leticia Serrano at claudia.serrano@dc.gov or call her at 202-576-3078.