

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



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

**Northeast**

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

**March 2018**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Week 1				1	2
Week 2	5	6	7	8	9
Week 3	12	13	14	15	16
Week 4	19	20	21	22	23
Week 5	26	27	28	29	30

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
9:00-10:00	<b>Get to Know Your American Job Center (Orientation)</b>	<b>Get to Know Your American Job Center (Orientation)</b>	<b>Get to Know Your American Job Center (Orientation)</b>	<b>Get to Know Your American Job Center (Orientation)</b>	<b>No Workshops</b>
10:30 - 12:00	<b>Microsoft Digital Alliance (pre-registration required) (Only offered in weeks 2,4,5)</b>	<b>Microsoft Digital Alliance (Pre-registration required) (Only offered in weeks 2,4,5)</b>	<b>Microsoft Digital Alliance (Pre-registration required) (Only offered in weeks 2,4,5)</b>	<b>Microsoft Digital Alliance (Pre-registration required) (Only offered in weeks 2,4,5)</b>	<b>Individual Assistance by Appointment Only.</b>
1:30 - 2:30	<b>Navigating dcnetworks.org</b>	<b>Smart Resume: Tips, Tools and Techniques</b>	<b>The Conversation That Gets The Job (Interviewing Skills)</b>	<b>Smart Resume: Tips, Tools and Techniques</b>	<b>Career Boot Camp Matching Talent to Opportunity</b>
3:00 - 4:00	<b>Individual Assistance by Appointment Only.</b>	<b>Writing a Professional Cover Letter</b>	<b>Successfully Submitting Online Job Applications</b>	<b>Writing a Professional Cover Letter</b>	<b><u>Referred by Employment Specialist Only, Held every 4th Friday of the month.</u></b>

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

\*Please provide proof of Social Security Number

**Attendance Policy**

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](http://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.

### **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.

### **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 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.

### **Successfully Submitting Online Job Applications**

Participants will receive information on how to successfully apply for jobs online.

### **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. You must pre-register for this course by contacting **C. Leticia Serrano at 202-576-3078 or at [claudia.serrano@dc.gov](mailto:claudia.serrano@dc.gov)** or sign in at the front desk at 5171 South Dakota Ave NE, 2nd floor, Washington, DC 20017.

### **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...*