

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



**4058 Minnesota Avenue, NE  
Washington, D.C. 20019  
202-724-2337  
www.dcnetworks.org**

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

**Headquarters**

**Walk-in Services  
Tuesday and Thursday, 9:00 am - 11:00 am**

**APRIL 2013**

**Unemployment Compensation  
Daily 9:00 am - 3:00 pm**

Mon	Tue	Wed	Thu	Fri
<p>1</p> <p><b>Get to Know Your American Job Center General Orientation</b> 9:00 am – 10:30 am Room 1009</p> <p><b>Resume Building Level 100</b> 11:30 am–12:30 pm, Room 1008</p> <p><b>Microsoft Digital Alliance (Must be pre-registered)</b> 2:00 pm - 3:30 pm, Room 1008</p>	<p>2</p> <p><b>Professional Enhancement : Successfully Submitting Online Job Applications,</b> 11:30 am - 12:30 pm Room 1008</p> <p><b>Microsoft Digital Alliance (Must be pre-registered)</b> 2:00 pm - 3:30 pm Room 1008</p>	<p>3</p> <p><b>Get to Know Your American Job Center General Orientation</b> 9:00 am – 10:30 am Room 1008</p> <p><b>Microsoft Digital Alliance (Must be pre-registered)</b> 2:00 pm - 3:30 pm, Room 1008</p>	<p>4</p> <p><b>Resume Building Level 200</b> 11:30 am – 12:30 pm Room 1008 (Resume must be in DCNetworks.org)</p>	<p>5</p>
<p>8</p> <p><b>Get to Know Your American Job Center General Orientation</b> 9:00 am – 10:30 am Room 1009</p> <p><b>Resume Building Level 100</b> 11:30 am–12:30 pm, Room 1008</p> <p><b>Microsoft Digital Alliance (Must be pre-registered)</b> 2:00 pm - 3:30 pm, Room 1008</p>	<p>9</p> <p><b>Professional Enhancement : Writing a Professional Cover Letter</b> 11:30 pm - 12:30 pm Room 1008</p> <p><b>Microsoft Digital Alliance (Must be pre-registered)</b> 2:00 pm - 3:30 pm Room 1008</p>	<p>10</p> <p><b>Get to Know Your American Job Center General Orientation</b> 9:00 am – 10:30 am Room 1008</p> <p><b>Microsoft Digital Alliance (Must be pre-registered)</b> 2:00 pm - 3:30 pm, Room 1008</p>	<p>11</p> <p><b>Resume Building Level 200</b> 11:30 am – 12:30 pm Room 1008 (Resume must be in DCNetworks.org)</p>	<p>12</p>
<p>15</p> <p><b>Get to Know Your American Job Center General Orientation</b> 9:00 am – 10:30 am Room 1008</p> <p><b>Resume Building Level 100</b> 11:30 am–12:30 pm, Room 1008</p>	<p>16</p> <p><b>Emancipation Day Observed</b></p> <p><b>Center Closed</b></p>	<p>17</p> <p><b>No Professional Enhancement Sessions Today</b></p>	<p>18</p> <p><b>Resume Building Level 200</b> 11:30 am – 12:30 pm Room 1008 (Resume must be in DCNetworks.org)</p>	<p>19</p>
<p>22</p> <p><b>Get to Know Your American Job Center General Orientation</b> 9:00 am – 10:30 am Room 1008</p> <p><b>Resume Building Level 100</b> 11:30 am–12:30 pm, Room 1008</p> <p><b>Microsoft Digital Alliance (Must be pre-registered)</b> 2:00 pm - 3:30 pm, Room 1008</p>	<p>23</p> <p><b>Professional Enhancement : Successfully Submitting Online Job Applications,</b> 11:30 pm - 12:30 pm Room 1008</p> <p><b>Microsoft Digital Alliance (Must be pre-registered)</b> 2:00 pm - 3:30 pm Room 1008</p>	<p>24</p> <p><b>Get to Know Your American Job Center General Orientation</b> 9:00 am – 10:30 am Room 1008</p> <p><b>Microsoft Digital Alliance (Must be pre-registered)</b> 2:00 pm - 3:30 pm, Room 1008</p>	<p>25</p> <p><b>Resume Building Level 200</b> 11:30 am – 12:30 pm Room 1008 (Resume must be in DCNetworks.org)</p>	<p>26</p>
<p>29</p> <p><b>Get to Know Your American Job Center General Orientation</b> 9:00 am – 10:30 am Room 1008</p> <p><b>Resume Building Level 100</b> 11:30 am–12:30 pm, Room 1008</p> <p><b>Microsoft Digital Alliance (Must be pre-registered)</b> 2:00 pm - 3:30 pm, Room 1008</p>	<p>30</p> <p><b>Using Social Media in Your Job Search</b> 11:30 pm - 12:30 pm Room 1008</p> <p><b>Microsoft Digital Alliance (Must be pre-registered)</b> 2:00 pm - 3:30 pm Room 1008</p>			

Our goal is to ensure that we prepare you for employment while maintaining a professional environment at the American Job Center for all customers.

## 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.** In fairness to all **workshop participants**, doors will be closed and begin at scheduled start time. Although DOES makes every effort to maintain our schedules as assigned, **workshops times are subject to change without prior notice.**

### Seating capacity strictly enforced.

### Inclement Weather Policy

Workshops **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 **202 724-2337.**

### **Professional Enhancement Sessions - Theme of the Month: THE JOB SEARCH**

Participants will learn how to sharpen their skills and gain insight about specific topics such as writing a cover letter, developing interviewing skills and successfully completing online job applications.

### **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.

### **Occupational Skills Training Information Session.**

An overview of the occupational training applicant process.

### **Building a Professional Resume Level 100 and 200 Sessions**

**Level 100 Session** 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.

**Level 200 Session** focuses on the review and development of resumes for experienced professionals in the workforce. Emphasizing career accomplishments, highlights, competencies and professionalized summaries.

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

Participants will learn how to best utilize DCNetworks.org, Facebook, LinkedIn and Twitter to maximize their job search efforts and connect with employers using today's social medias.



LinkedIn

### **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, thank you letters and resume review.

### **Microsoft Digital Alliance - Professional Enhancement Session**

*A great way to improve your computer skills is to enroll in a free computer course.*

Receive computer instruction in a two-part series ranging from Basic to Intermediate. This session is designed to teach customers how to apply current and emerging computer language and technologies which can be used in the professional workplace. The sessions requires a commitment of three (3) consecutive days of attendance in a two hour setting for four (4) weeks. Customers must pre-register by contacting Denise Burriss at 202-724-2337. **Reservations are required. Seating Capacity 10.**

### **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)**