

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

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



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

**Headquarters**

<b>SEPTEMBER 2012</b>					<b>Unemployment Compensation Daily, 9:00 am - 3:00 pm</b>
<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	
3	4	5	6	7	
<b>Labor Day Observed</b>  <b>Center Closed</b>	<b>Project Empowerment Information Workshop</b> 9:00 am  <b>Training Information Workshop</b> 10:00 am	<b>General Orientation</b> 9:00 am– 10:30 am Room 1009	<b>Resume Building 200</b> 9:00 am– 11:00 am Room 1009 (Resume must be in DCNetworks )	<b>Unemployment Compensation Services</b> <b>Monday - Friday</b> 8:30 am—3:00pm	
10	11	12	13	14	
<b>General Orientation</b> 9:00 am – 10:30 am Room 1009 <b>Resume Building 100</b> 11:30 am -12:30 pm, Room 1009 <b>Microsoft Digital Alliance (Reservation Only)</b> 1: 30 pm - 3:30 pm, Room 1009	<b>Project Empowerment Information Workshop</b> 9:00 am  <b>Training Information Workshop</b> 10:00 am	<b>General Orientation</b> 9:00 am– 10:30 am Room 1009  <b>Microsoft Digital Alliance (Reservation Only)</b> 1: 30 pm - 3:30 pm, Room 1009	<b>Resume Building 200</b> 9:00 am– 11:00 am Room 1009 (Resume must be in DCNetworks)  <b>Microsoft Digital Alliance (Reservation Only)</b> 1: 30 pm - 3:30 pm, Room 1009	<b>Unemployment Compensation Services</b> <b>Monday - Friday</b> 8:30 am—3:00pm	
17	18	19	20	21	
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24	25	26	27	28	
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## **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/ and 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 **202 724-2337.**

### **General Orientation**

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 scheduled workshops.

### **Training Information Workshop**

An overview of various occupational training opportunities available to review 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. **Seating Capacity 10**

**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. **Seating Capacity 10.**

### **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, and the techniques and etiquette of using social media to enhance their networking and job seeking skills. Customers must pre-register by contacting Denise Burriss at 202-698-3524. **Reservations are required.**

### **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.

### **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 (3) consecutive days of attendance in a two hour setting for four (4) weeks. Customers must pre-register by contacting Denise Burriss at 202-698-3524. **Reservations are required.**  
**Seating Capacity 14.**

### **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](http://www.dcnetworks.org)**