

100% PHOTO ID CHECK
TO ENTER THE BUILDING



Frank Reeves Municipal Building
2000 14th Street, NW Suite 300
Washington, DC 20009
(202) 442-4577
www.dcnetworks.org

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

Northwest

Walk-in Services
Monday and Wednesday 9:00 am - 2:00 pm

January 2013

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

Mon	Tue	Wed	Thu	Fri
<p>Beginning January 2013, Look for New Professional Enhancement Sessions THEME OF THE MONTH “JOB SEARCH” <i>Key Train Curriculum</i></p>	<p>1 NEW YEAR'S DAY OBSERVED CENTER CLOSED</p>	<p>2 Get to Know Your American Job Center and Occupational Skills Training Information Session 9:00am- 10:30 am Classroom 1</p>	<p>3 Get to Know Your American Job Center and Occupational Skills Training Information Session 2:00 pm-3:30 pm Classroom 1</p>	<p>4</p>
<p>7 Get to Know Your American Job Center and Occupational Skills Training Information Session 9:00am- 10:30 am Classroom 1 Resume Building 100 11:30am-12:30pm Classroom 1 Microsoft Digital Alliance 2:00pm-4:00pm Classroom 1</p>	<p>8 CASAS Assessment 10:00am –2:00pm Classroom 3 Must Be Referred Microsoft Digital Alliance 2:00pm-4:00pm Classroom 1 (Must be pre-registered)</p>	<p>9 Get to Know Your American Job Center and Occupational Skills Training Information Session 9:00am- 10:30 am Classroom 1 Microsoft Digital Alliance 2:00pm-4:00pm Classroom 1 (Must be pre-registered)</p>	<p>10 Resume Building 200 11:00am-12:00pm Classroom 1 Get to Know Your American Job Center and Occupational Skills Training Information Session 2:00 pm-3:30 pm Classroom 1</p>	<p>11</p>
<p>14 Get to Know Your American Job Center and Occupational Skills Training Information Session 9:00am- 10:30 am Classroom 1 Resume Building 100 11:30am-12:30pm Classroom 1 Microsoft Digital Alliance 2:00pm-4:00pm Classroom 1 (Must be pre-registered)</p>	<p>15 CASAS Assessment 10:00am –2:00pm Classroom 3 Must Be Referred Navigating the Online Job Application 11:30am –12:30pm Classroom 1 Microsoft Digital Alliance 2:00pm-4:00pm Classroom 1 (Must be pre-registered)</p>	<p>16 Get to Know Your American Job Center and Occupational Skills Training Information Session 9:00am- 10:30 am Classroom 1 Microsoft Digital Alliance 2:00pm-4:00pm Classroom 1 (Must be pre-registered)</p>	<p>17 Professional Enhancement Session: Things to Include in a Resume: 10:00am - 11:30am Get to Know Your American Job Center and Occupational Skills Training Information Session 2:00 pm-3:30 pm Classroom 1</p>	<p>18 Microsoft Digital Alliance 2:00pm-4:00pm Classroom 1 (Must be pre-registered)</p>
<p>21 DR. MARTIN LUTHER KING, JR. BIRTHDAY OBSERVED, CENTER CLOSED</p>	<p>22 CASAS Assessment 10:00am –2:00pm Classroom 3 (Must Be Referred) Microsoft Digital Alliance 2:00pm-4:00pm Classroom 1 (Must be pre-registered)</p>	<p>23 Get to Know Your American Job Center and Occupational Skills Training Information Session 9:00am- 10:30 am Classroom 1 Microsoft Digital Alliance 2:00pm-4:00pm Classroom 1 (Must be pre-registered)</p>	<p>24 Professional Enhancement Session: Writing an Electronic Resume :10:00am - 11:30am Get to Know Your American Job Center and Occupational Skills Training Information Session 2:00 pm-3:30 pm Classroom 1</p>	<p>25</p>
<p>28 Get to Know Your American Job Center and Occupational Skills Training Information Session 9:00am- 10:30 am Classroom 1 Resume Building 100 11:30am-12:30pm Classroom 1</p>	<p>29 CASAS Assessment 10:00am –2:00pm Classroom 3 (Must Be Referred) Understanding Social Media 11:30am –12:30pm Classroom 1 Microsoft Digital Alliance 2:00pm-4:00pm Classroom 1 (Must be pre-registered)</p>	<p>30 Get to Know Your American Job Center and Occupational Skills Training Information Session 9:00am- 10:30 am Classroom 1 Microsoft Digital Alliance 2:00pm-4:00pm Classroom 1 (Must be pre-registered)</p>	<p>31 Professional Enhancement Session: Selling Yourself in a Resume:10:00am - 11:30am Get to Know Your American Job Center and Occupational Skills Training Information Session</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.

Incident 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 **202 442-4577.**

Professional Enhancement Sessions - Theme of the January: THE JOB SEARCH

Participants will learn how to sharpen their skills, gain insight about specific tools for actionable steps.

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.

Understanding Social Media Networking

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.

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 four (4) consecutive days of attendance in a two hour setting for four (4) weeks. Customers must pre-register by contacting Dwight Marable at 202-442-4577. **Reservations are required.**

Seating Capacity 10.

CASAS– Comprehensive Adult Student Assessment System- An adult basic tool utilized to determine the academic reading and math comprehension level of the learner. You must be referred by your assigned Employment Specialist for the CASAS Assessment. To be referred to the **GED/NEDP– General Equivalency Diploma or the National External Diploma Program-** a customer must take the CASAS and be referred by their Employment Specialist to our partnered provider Booker T. Washington Public Charter School.

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