

Register online at www.mwejobs.maryland.gov

Wheaton: 11002 Veirs Mill Road, Westfield South Building
 Germantown: 12900 Middlebrook Road, UpCounty Regional Service Center

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5	6	7 <u>Career Planning and Successful Job Search</u> 9:00 AM – 12:00 PM (Germantown • 6A, Training Room) How to Apply for a Federal Job 10:00 AM – 3:00 PM (Germantown • 6B, Computer Lab) <u>Interview Practice</u> Successful Interviewing (Part 2*) 1:00 PM – 4:00 PM (Germantown • 6A, Training Room)	8	9
12 How to <u>Write the Résumé that Gets the Interview</u> 9:00 AM – 12:00 PM (Germantown • 6A, Training Room) <u>Computer Basics</u> 1:00 PM – 4:00 PM (Germantown • 6B, Computer Lab)	13 <u>Understanding Online Job Applications</u> 9:00 AM – 12:00 PM (Germantown • 6B, Computer Lab) Successful Interviewing (Part 1*) 1:00 PM – 4:00 PM (Germantown • 6B, Computer Lab)	14 <u>Interview Practice</u> Successful Interviewing (Part 2*) 9:00 AM – 12:00 PM (Germantown • 6A, Training Room) What Do You Want to Do with Your Life? <u>Take the Test to Find Out!</u> 9:00 AM – 12:00 PM (Germantown • 6B, Computer Lab) How to <u>Write the Résumé that Gets the Interview</u> 1:00 PM – 4:00 PM (Germantown • 6A, Training Room) Paying for College and Credit Certificate Classes 1:30 PM – 4:00 PM (Germantown • 6B, Computer Lab)	15 Successful Interviewing (Part 1*) 9:00 AM – 12:00 PM (Germantown • 6A, Training Room) How to Apply for a Federal Job 10:00 AM – 3:00 PM (Germantown • 6B, Computer Lab) <u>Career Planning and Successful Job Search</u> 1:00 PM – 4:00 PM (Germantown • 6A, Training Room)	16

<p>19 How to Apply for a Federal Job 10:00 AM – 3:00 PM (Germantown • 6B, Computer Lab)</p>	<p>20 How to Write the Résumé that Gets the Interview 9:00 AM – 12:00 PM (Germantown • 6B, Computer Lab)</p> <p>REBOUND Orientation 11:00 AM - 1:00 PM (Germantown • 6C, Conference Rm)</p> <p>Successful Interviewing (Part 1*) 1:00 PM – 4:00 PM (Germantown • 6B, Computer Lab)</p>	<p>21 Career Planning and Successful Job Search 9:00 AM – 12:00 PM (Germantown • 6A, Training Room)</p> <p>Understanding Online Job Applications 1:00 PM – 4:00 PM (Germantown • 6B, Computer Lab)</p>	<p>22 Computer Basics 9:00 AM – 12:00 PM (Germantown • 6B, Computer Lab)</p> <p>Interview Practice Successful Interviewing (Part 2*) 1:00 PM – 4:00 PM (Germantown • 6A, Training Room)</p> <p>Enhancing Your Job Search through Social Networking 1:00 PM – 4:00 PM (Germantown • 6B, Computer Lab)</p>	<p>23</p>
<p>26 How to Write the Résumé that Gets the Interview 9:00 AM – 12:00 PM (Germantown • 6A, Training Room)</p> <p>Successful Interviewing (Part 1*) 1:00 PM – 4:00 PM (Germantown • 6A, Training Room)</p>	<p>27</p>	<p>28 Successful Interviewing (Part 1*) 9:00 AM – 12:00 PM (Germantown • 6A, Training Room)</p> <p>How to Apply for a Federal Job 10:00 AM – 3:00 PM (Germantown • 6B, Computer Lab)</p> <p>How to Write the Résumé that Gets the Interview 1:00 PM – 4:00 PM (Germantown • 6A, Training Room)</p>	<p>29 Understanding Online Job Applications 9:00 AM – 12:00 PM (Germantown • 6B, Computer Lab)</p> <p>Career Planning and Successful Job Search 9:00 AM – 12:00 PM (Germantown • 6A, Training Room)</p> <p>Interview Practice Successful Interviewing (Part 2*) 1:00 PM – 4:00 PM (Germantown • 6A, Training Room)</p> <p>Computer Basics 1:00 PM – 4:00 PM (Germantown • 6B, Computer Lab)</p>	<p>30</p>

How to Register for a Workshop

- Workshop registrations can be completed in person or by visiting www.mwejobs.maryland.gov.
- Workshop registrations will be available up to one (1) day before the scheduled workshop.

Accommodations

MontgomeryWorks makes every effort to provide reasonable accommodations for our customers. Seven business days advance notice is required to ensure availability of accommodations. Montgomery County residents may request accommodations by contacting our office by phone or in person. Ask to speak with a resource specialist who will assist you with your accommodations request.

Attendance Policy

- Reserved seats are held for customers who are pre-registered and arrive **on time**.
- In fairness to all workshop participants, ten (10) minutes after the scheduled start-time (regardless of available seating), doors will be closed and workshops will begin. Customers arriving late will not be admitted.
- Intensive Services Orientation (No Grace Period)
 - *The ISU/WIA Orientation Workshop begins promptly when scheduled. There is NO GRACE PERIOD for this workshop – please be early.*

WALK-INS are not permitted under any circumstances. All workshop attendees must be pre-registered.

- Important Note about Childcare: Childcare is not available. Children will not be allowed in the training room.

Inclement Weather Policy

Workshops **MAY** be cancelled if Montgomery County Government is closed or delayed, or if the instructor is delayed due to severe weather. **BEFORE YOU TRAVEL**, find out if your workshop is running or cancelled by calling the workshop status line: 301-946-1806 Ext. 1610. Although MontgomeryWorks makes every effort to maintain our workshop schedules, calendars are subject to change.