

All WHEATON workshops are located in Suite 100, computer lab or Conference Room unless otherwise noted.

Monday	Tuesday	Wednesday	Thursday	Friday
			<p><b>1</b> <b>Excel Introduction –</b> Presented by Career Catchers 10:00 AM – 1:00 PM (Suite 100, Computer Lab) <b>Important Note about Excel Introduction!</b> This is a 3-session (3-day) workshop. You must attend all dates (7/1, 7/8, 7/15) <b>You must meet the prerequisite to register</b></p>	<p><b>2</b> <b>How to Manage Stress After a Job Loss</b> 9:00AM – 12:00 PM (Suite 510, Conference Rm)</p>
<p><b>5</b>  Office Closed</p>	<p><b>6</b> <b>Computer Basics</b> 9:00 AM – 12:00 PM</p>	<p><b>7</b> <b>Computer Basics</b> 1:00 PM – 4:00 PM</p>	<p><b>8</b> How to <b>Write the Résumé that Gets the Interview</b> 9:00 AM – 12:00 PM (Suite 407A)  <b>Successful Interviewing (Part 1*)</b> 1:00 PM – 4:00 PM (Suite 407A)</p>	<p><b>9</b> <b>I can't STAND that person! An Introduction to Conflict Resolution –</b> Presented by Conflict Resolution of Montgomery County 10:00 AM – 12:00 PM (Suite 407A)</p>
<p><b>12</b> <b>Career Planning and Successful Job Search</b> 9:00 AM – 12:00 PM (Suite 100, Computer Lab)  <b>Word Basics</b> 9:00 AM – 12:00 PM</p>	<p><b>13</b> How to <b>Write the Résumé that Gets the Interview</b> 9:00 AM – 12:00 PM (Suite 100, Computer Lab)  <b>Reentry Employment Orientation</b> 10:00 AM - 12:00 PM (Suite 100, Conference Room)  What Do You Want to Do with Your Life? <b>Take the Test to Find Out!</b> 1:00 PM – 4:00 PM (Suite 100, Computer Lab)  <b>Successful Interviewing (Part 1*)</b> 1:00 PM – 4:00 PM (Suite 100, Computer Lab)</p>	<p><b>14</b> <b>Word Basics</b> 1:00 PM – 4:00 PM  Successful Interviewing (Part 2*) <b>Interview Practice</b> 1:00 PM – 4:00 PM (Suite 407A)</p>	<p><b>15</b> How to <b>Write the Résumé that Gets the Interview</b> 9:00 AM – 12:00 PM (Suite 407A)  <b>Successful Interviewing (Part 1*)</b> 1:00 PM – 4:00 PM (Suite 407A)</p>	<p><b>16</b> <b>You Don't Ever Listen To Me...If You Would Have Listened the First Time –</b> Presented by Conflict Resolution Center of Montgomery County 10:00 AM – 12:00 PM (Suite 407A)</p>
<p><b>19</b> How to <b>Write the Résumé that Gets the Interview</b> 9:00 AM – 12:00 PM Suite 100, Computer Lab)  <b>Successful Interviewing (Part 1*)</b> 1:00 PM – 4:00 PM Suite 100, Computer Lab)</p>	<p><b>20</b> <b>Computer Basics</b> 1:00 PM – 4:00 PM</p>	<p><b>21</b> How to <b>Write the Résumé that Gets the Interview</b> 9:00 AM – 12:00 PM (Suite 407A) <b>Computer Basics</b> 1:00 PM – 4:00 PM  <b>Successful Interviewing (Part 1*)</b> 1:00 PM – 4:00 PM (Suite 407A)</p>	<p><b>22</b> <b>How to Apply for a Federal Job</b> 10:00 AM – 3:00 PM</p>	<p><b>23</b> <b>Financial Planning and Budgeting Basics</b> 10:00 AM – 12:00 PM (Suite 407A)  <b>Alright smarty pants what do YOU think we should do? Creative Problem Solving</b> Presented by Conflict Resolution of Montgomery County 10:00 AM – 12:00 PM (Suite 407B)</p>
<p><b>26</b> How to <b>Write the Résumé that Gets the Interview</b> 9:00 AM – 12:00 PM Suite 100, Computer Lab)  <b>Successful Interviewing (Part 1*)</b> 1:00 PM – 4:00 PM Suite 100, Computer Lab)</p>	<p><b>27</b> <b>Understanding FAFSA</b> 9:30 AM – 12:00 PM (Suite 100, Computer Lab)  <b>Reentry Employment Orientation</b> 10:00 AM - 12:00 PM (Suite 100, Conference Room)  <b>Career Planning and Successful Job Search</b> 1:00 PM – 4:00 PM (Suite 100, Computer Lab)</p>	<p><b>28</b> How to <b>Write the Résumé that Gets the Interview</b> 9:00 AM – 12:00 PM (Suite 407A)  <b>Word Basics</b> 1:00 PM – 4:00 PM  <b>Successful Interviewing (Part 1*)</b> 1:00 PM – 4:00 PM (Suite 407A)</p>	<p><b>29</b> Successful Interviewing (Part 2*) <b>Interview Practice</b> 1:00 PM – 4:00 PM (Suite 407A)  <b>Word Basics</b> 1:00 PM – 4:00 PM (Suite 100, Computer Lab)</p>	<p><b>30</b></p>

### How to Register for a Workshop

To register for workshops, visit either MontgomeryWorks location and ask to speak to a Resource Specialist. You may register for one computer workshop and one job-readiness workshop at a time.

### Attendance Policy

- Reserved seats are held for customers on the **main** roster who arrive **on time**.
- Grace period\*: Five (5) minutes after the scheduled start-time, “priority” or “reserved” status no longer applies - and available seats are released to customers on the **standby** roster.
- 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. **\*EXCEPTION:** *The ISU/WIA Orientation Workshop begins promptly when scheduled. There is no grace period for this workshop – please be early.*
- Please call 301-946-1806 ext. 1607 to cancel a workshop if you are unable to attend or if you are unable to get into the workshop due to late arrival. Cancellations must be received no later than the day of the scheduled workshop in order to avoid penalties.
- Although MontgomeryWorks makes every effort to maintain our workshop schedules as assigned, calendars are subject to change.
- **3-3-3 Policy:** Customers who miss or arrive late for a scheduled workshop AND have not canceled in advance of the workshop (or within the same business day) will be considered “NO-SHOW.” 3 “no-shows” within a 3 month period of time will result in the customer being required to wait 3 months before registering for any additional workshops.

### Incident Weather Policy

Workshops **MAY** be cancelled 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**. If we have cancelled your workshop because of severe weather, you may reschedule by phone or in person at any time.

### Accommodations

MontgomeryWorks makes every effort to provide reasonable accommodations for our customers. Seven-business days advance notice is required to ensure availability of accommodations. Requests for accommodations must be made in person at the time of the workshop registration.

## WORKSHOP DESCRIPTIONS

### **Computer Basics**

**This workshop is a prerequisite to the Word Basics course.** This workshop provides basic computing concepts for new PC users and exposure to the basic functions of Windows XP.

### **Microsoft Word 2003 Basics**

**The prerequisite to this workshop is Computer Basics, Windows 2000/XP Introduction.**

This workshop will explore the basic concepts of Word 2003. Concepts include learning basic document skills such as creating, saving and renaming

documents. In addition, basic text editing and formatting skills such as using cut, copy and paste; drag and drop editing, working with fonts and text aligning will be discussed.

### **Microsoft Excel Introduction Presented by Career Catcher’s**

**The prerequisites for this workshop is you must have you must have keyboarding and basic computer skills, as well as completion of the Computer Basics, and Word 2003 Basics/Introduction workshop.**

The Microsoft Excel class will cover basic Excel features including getting familiar with the tool, entering text and numbers, creating and editing varying types of tables, using arithmetic formulas, and expanding on existing tables. Class will cover printing and saving spreadsheets as well as copying them.

### **How to Write the Résumé That Gets the Interview (Résumé Writing)**

**Please bring résumé if you have one.** Learn the process and components required to write a polished **résumé**. The key ingredients to a well-written cover letter that will compel the reader to consider your **Résumé**. Find out what it takes to make your **résumé** stand out in the bunch.

### **\* Successful Interviewing (Part 1)**

Learn how to prepare for an interview. Included will be; tips on what to wear; how to research your market value and negotiate an offer; discuss different types of interview settings; how to answer different styles and types of questions most often asked in actual interview situations and follow up and thank you letters. This workshop will show you how to significantly increase your salary. We'll tell you who should mention a dollar amount first, when is the best time to discuss salary and where to find out what salary range you should ask for.

### **Successful Interviewing Part 2 – Interview Practice**

**The prerequisite for this workshop is Successful Interviewing Part 1.**

Participants will practice interviewing in a simulated interview. Interviews will be critiqued and suggestions will be offered regarding body language, style, content of answers, and personal appearance. Please come dressed for the interview.

### **How to Apply for a Federal Job**

The requirements for this workshop are basic knowledge of the computer and the Internet, as well as an active email account. Customers will learn where to find federal job opportunities, how to read/understand federal announcements, how to create a federal resume, and how to apply with an emphasis on writing KSAs. **Note:** Customers will not actually write a resume, nor apply for jobs, during this workshop.

### **Career Planning and Successful Job Searching**

Learn proven job search techniques and use this information to begin career planning. Set goals, identify, organize, and communicate your interests, values, and skills to find your “best fit” occupation. Discuss the reality of “it’s who you know” and learn how to network your way to your next job.

### **How to Deal with Stress after a Job Loss**

This workshop will help you to **understand** what stress is, how to **recognize** signs and symptoms, and will provide basic techniques for **dealing** with stress.

### **Financial Planning and Budgeting Basics**

This workshop will provide essential tips and resources to assist with financial planning and budgeting while unemployed.

### **I can’t STAND that person! An introduction to Conflict Management**

*Presented by the Conflict Resolution Center of Montgomery County*

This workshop is an opportunity to look at something everyone deals with everyday, conflict, and to explore the different ways it can be handled. We all deal with annoying neighbors, demanding bosses, and significant others, friends, and roommates that get on our last nerve. This workshop is a chance to look at conflict, different methods to approach it, and how conflict can be a positive or a negative force. It is the first part of a three-part series of workshops you can attend to look at what conflict is, how we can deal with it, and skills that can be used along the way.

### **You Don’t Ever Listen To Me...If You Would Have Listened the First Time...and other things you don’t want to hear during an argument**

*Presented by the Conflict Resolution Center of Montgomery County*

How do you show someone you're listening to them? How can you make another person feel heard? This workshop looks at strategies you can use to show another person you are listening, deescalate a situation, and maybe, just maybe find some understanding. Listening to what someone really has to say is one of the hardest thing for *anyone* to do, this is an opportunity to get some of the tools to really make someone feel heard. It is the second part of a three-part series of workshops that look at what conflict is, how we can deal with it, and skills that can be used along the way, but don't worry if you missed the first one, all are welcome.

### **“So what should we do now?”, “Alright smarty pants, what do you think we should do?”, “I don’t know what we should do, but what’s happening now isn’t working!” – Creative Problem Solving**

*Presented by the Conflict Resolution Center of Montgomery County*

Sometimes the hardest part of a conflict with another person is finding a solution. We do NOT claim to have those solutions, but this workshop is an opportunity to develop skills to find that common ground. Win-win solutions, ones where both people have their needs met, are the ideal solutions, but getting to that point is a challenge. This workshop is an opportunity to find ways to confront that challenge and hopefully overcome it. It is the second part of a three-part series of workshops that look at what conflict is, how we can deal with it, and skills that can be used along the way, but don't worry if you missed the first two, all are welcome.

### **What do you want to do with your life? Take the test. By Montgomery College Educational Opportunity Center (EOC)**

If you have ever asked yourself “what do I want to do with my life,” and were left without any answers, a career assessment may be what you need. Individuals who attend this workshop will take a career assessment tool that will measure their likes and dislikes as it compares to professionals in various careers. After taking the assessment, codes connected to various complimentary careers will be provided. Individuals will then be able research the codes and obtain information about job outlook, earnings, working conditions & more for specific occupations. Resources for further exploration will follow.

### **Understanding FAFSA**

**By Montgomery College Educational Opportunity Center (EOC)**

Do you need money to attend college? This workshop will explain the process to complete the Free Application for Federal Student Aid (FAFSA). You will also learn which type of grants, scholarships and loans you may qualify for when completing the FAFSA. You will have an opportunity to complete the FAFSA online at this training. **You must bring your latest tax return and permanent resident number (if applicable) to complete the FAFSA online.**