

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 Healthcare Navigator Orientation 2:30 PM - 3:30 PM (Wheaton • Suite 100, Conference Room)	2
5	6 REBOUND Orientation 10:00 AM - 12:00 PM (Wheaton • Suite 100, Conference Room)	7 How to Write the Résumé that Gets the Interview 9:00 AM – 12:00 PM (Wheaton • Suite 100, Computer Lab) Successful Interviewing (Part 1*) 1:00 PM – 4:00 PM (Wheaton • Suite 100, Computer Lab)	8 Healthcare Navigator Orientation 2:30 PM - 3:30 PM (Wheaton • Suite 100, Conference Room)	9 Five Styles of Conflict Resolution: “I don’t have conflict” – Presented by Conflict Resolution of Montgomery County 10:00 AM – 12:00 PM (Wheaton • Suite 407B)
12 Successful Interviewing (Part 1*) 1:00 PM – 4:00 PM (Wheaton • Sales and Service Learning Center, Conference Room)	13 How to Write the Résumé that Gets the Interview 9:00 AM – 12:00 PM (Wheaton • Suite 407A) Becoming an Entrepreneur 10:00 AM – 3:00 PM (Wheaton • Suite 407B) Career Planning and Successful Job Search 1:00 PM – 4:00 PM (Wheaton • Suite 407A)	14 Successful Interviewing (Part 1*) 9:00 AM – 12:00 PM (Wheaton • Suite 407A) STAND: Start Taking Anger in a New Direction 1:00 PM – 4:00 PM (Wheaton • Suite 407A)	15 Interview Practice Successful Interviewing (Part2*) 9:00 AM – 12:00 PM *bring a copy of your Résumé (Wheaton • Suite 407A) How to Write the Résumé that Gets the Interview 1:00 PM – 4:00 PM (Wheaton • Suite 407A)	16 Strategic Listening: “OK, I hear you now” – Presented by Conflict Resolution Center of Montgomery County 10:00 AM – 12:00 PM (Wheaton • Suite 407B)

<p>19 How to <u>Write the Résumé that Gets the Interview</u> 9:00 AM – 12:00 PM (Wheaton • Sales and Service Learning Center, Conference Room)</p> <p>Successful Interviewing (Part1*) 1:00 PM – 4:00 PM (Wheaton • Sales and Service Learning Center, Conference Room)</p>	<p>20 Customer Service Essentials Day (2-Day Workshop) 9:00 AM – 4:00 PM (Wheaton • Sales and Service Learning Center, Conference Room)</p> <p>Interview Practice Successful Interviewing (Part2*) 9:00 AM – 12:00 PM *bring a copy of your Résumé (Wheaton • Suite 407A)</p> <p>Opportunities through Networking 1:00 PM – 4:00 PM (Wheaton • Suite 407A)</p>	<p>21 Successful Interviewing (Part 1*) 9:00 AM – 12:00 PM (Wheaton • Suite 407A)</p> <p>How to <u>Write the Résumé that Gets the Interview</u> 1:00 PM – 4:00 PM (Wheaton • Suite 407A)</p>	<p>22 The Power Within: Getting Out of the Stuck Zone 9:00 AM – 12:00 PM (Wheaton • Suite 407A)</p> <p>Career Planning and Successful Job Search 1:00 PM – 4:00 PM (Wheaton • Suite 407A)</p> <p>Healthcare Navigator Orientation 2:30 PM - 3:30 PM (Wheaton • Suite 100, Conference Room)</p>	<p>23 Financial Planning and Budgeting Basics 10:00 AM – 12:00 PM (Wheaton • Suite 407A)</p> <p>Creative Problem Solving: “Lets figure this out” Presented by Conflict Resolution of Montgomery County 10:00 AM – 12:00 PM (Wheaton • Suite 407B)</p>
<p>26</p>	<p>27 Successful Interviewing (Part 1*) 9:00 AM – 12:00 PM (Wheaton • Suite 407A)</p> <p>How to <u>Write the Résumé that Gets the Interview</u> 1:00 PM – 4:00 PM (Wheaton • Suite 407A)</p>	<p>28 Career Planning and Successful Job Search 9:00 AM – 12:00 PM (Wheaton • Suite 407A)</p> <p>Interview Practice Successful Interviewing (Part 2*) 1:00 PM – 4:00 PM *bring a copy of your Résumé (Wheaton • Suite 407A)</p>	<p>29 How to <u>Write the Résumé that Gets the Interview</u> 9:00 AM – 12:00 PM (Wheaton • Suite 407A)</p> <p>Successful Interviewing (Part 1*) 1:00 PM – 4:00 PM (Wheaton • Suite 407A)</p> <p>Healthcare Navigator Orientation 2:30 PM - 3:30 PM (Wheaton • Suite 100, Conference Room)</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.