

Monday	Tuesday	Wednesday	Thursday	Friday
1	2 Computer Basics 12:00 PM – 4:00 PM (6B, Computer Lab)	3 <u>How to Write the Résumé that Gets the Interview</u> 9:00 AM – 12:00 PM (6A, Training Room) Successful Interviewing (Part 1*) 1:00 PM – 4:00 PM (6A, Training Room)	4 Successful Interviewing (Part 2*) Interview Practice 1:00 PM – 4:00 PM (6A, Training Room)	5
8	9 Word Basics 1:00 PM – 4:00 PM (6B, Computer Lab)	10 How to Apply for a Federal Job 10:00 AM – 3:00 PM (6B, Computer Lab)	11 <u>How to Write the Résumé that Gets the Interview</u> 9:00 AM – 12:00 PM (6A, Training Room) Successful Interviewing (Part 1*) 1:00 PM – 4:00 PM (6A, Training Room)	12
15	16	17 Successful Interviewing (Part 2*) Interview Practice 1:00 PM – 4:00 PM (6A, Training Room)	18 Career Planning and Successful Job Search 1:00 PM – 4:00 PM (6A, Training Room)	19
22	23 Computer Basics 12:00 PM – 4:00 PM (6B, Computer Lab)	24 How to Apply for a Federal Job 10:00 AM – 3:00 PM (6B, Computer Lab)	25 <u>How to Write the Résumé that Gets the Interview</u> 9:00 AM – 12:00 PM (6A, Training Room) Successful Interviewing (Part 1*) 1:00 PM – 4:00 PM (6A, Training Room)	26
29	30	31 Career Planning and Successful Job Search 1:00 PM – 4:00 PM (6A, Training Room) Word Basics 1:00 PM – 4:00 PM (6B, Computer Lab)		

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.

Inclement 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.

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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.

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 will 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.

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 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.