

Frederick County Business and Employment Center Seminar and Events Calendar



P Prerequisite must be completed before class. See back of calendar for details.
S Sign up ahead of time at the Resource Desk. **T** Get a ticket at the front desk before class begins.

February 2012					
	Monday	Tuesday	Wednesday	Thursday	Friday
Please attend FCWS Orientation and sign up in www.mwejobs.maryland.gov as your first steps!	Please see back of calendar for details.	Classes begin promptly at the stated times.	1 T Computers for Scaredy Cats 8:30-11:30 am Understanding Credit Reports and Scores 9:30-10:30 am Introduction to the Maryland Workforce Exchange (MWE) 11 am-noon	2 Résumé Express 9-11:30 am Shortcut to Success 1:30-2:30 pm	3 T Computer Basics 8:30-11:30 am S FCWS Orientation 9 am-noon P So You Want Training 1-2 pm
	6 T Introduction to Word 8:30-11:30 am DORS Orientation 10-11 am P T Career Exploration Assessment 1-4:30 pm	7 Career Changers 101 2-4 pm	8 T Internet Job Search 8:30-11:30 am	9 T Email for Your Job Search 8:30-11:30 am Filling the Gaps in Your Résumé 9-10 am	10 S FCWS Orientation 9 am-noon P So You Want Training 1-2 pm
	13 Résumé Express 9-11:30 am DORS Orientation 10-11 am P T Career Exploration Assessment 1-4:30 pm	14 Introduction to the MWE 11 am-noon	15 P T e-Résumés 8:30-11:30 am When the Income Stops but the Bills Don't 9:30-10:30 am 858 Trade Updates 10 am-noon and 2-3 pm Introduction to the MWE 11 am-noon	16 T Computer Basics 8:30-11:30 am S FCWS Orientation 9 am-noon P So You Want Training 1-2 pm	17 T Introduction to Word 8:30-11:30 am S SSI/SSDI Benefits Counselor 12-4 pm
	20 T Intermediate Word 8:30-11:30 am P T Career Exploration Assessment 1-4:30 pm	21 Nuts and Bolts of Unemployment Hearings 1:30-3 pm	22 P T Social Networking for Your Job Search 8:30-11:30 am S Myers-Briggs Type Indicator 1-3 pm Career Changers 101 2-4 pm	23 The BEC will open at 10 am today. Interview Success 10:15 am-12:15 pm	24 S FCWS Orientation 9 am-noon P So You Want Training 1-2 pm
	27 Federal Job Workshop 9 am-12:30 pm DORS Orientation 10-11 am P T Career Exploration Assessment 1-4:30 pm	28 Instant Confidence! Your Transferable Skills 9-11 am Introduction to the MWE 11 am-noon	29 Introduction to the MWE 11 am-noon Résumé Express 1-3:30 pm	P Prerequisite that must be completed before class. S Sign up ahead of time.	T Get ticket at Front Desk; first come, first served. <i>Space is limited.</i>

February 2012 Seminar and Event Descriptions

Frederick County Business and Employment Center

5340 Spectrum Drive, Suite A
Frederick, Maryland 21703
301-600-2255
Fax 301-600-2906

Your One-Stop Center for
Business Development and Job
Search Success

Hours: Monday-Thursday
8 am-6 pm
Friday 8 am-4 pm

**Please note schedule changes
on calendar!**

P Prerequisite that must be
completed before class.

S Sign up in advance at
Resource Desk.

T Get ticket at Front Desk.
Tickets are available at 8 am
for computer classes and noon
for Career Exploration
Assessment.

EOE M/F/D/V

Reasonable accommodations will be
provided upon request. Please contact
301-600-2255 at least two weeks before
the event.

Computer Seminars

Computer seminars are held on a first come, first served basis. *Please arrive early and get a ticket at the front desk; classes often fill up.*

T Computers for **Scaredy Cats**: Conquer computers by learning the basics at an easy pace, without fear! **Date:** Feb. 1

T **Computer Basics**: An overview of the basics including the mouse, drives and language. Learn how to work with Windows, start and switch programs. **Dates:** Feb. 3, 16

T **Introduction to Word 2007**: Learn to create, format and save cover letters, résumés and other documents. **Dates:** Feb. 6, 17

T **Intermediate Word 2007**: Make numbered lists, create and format tables, type envelopes, use columns and learn more time-saving tips! **Date:** Feb. 20

T **Internet Job Search**: A basic introduction to the Internet, search engines, and social networks; and how to use them for your job search. **Date:** Feb. 8

T **Email for Your Job Search**: Start your own email account, and learn how to use this essential job search communication tool. **Date:** Feb. 9

P T e-Résumés: Learn how to format your résumé for posting on the Internet and sending via email. **Bonus:** Online applications! **Prerequisites:** *Have an email account you can use at the BEC, and bring your résumé on a diskette, CD or flash drive.* **Date:** Feb. 15

P T **Social Networking for Your Job Search**: Use LinkedIn, the tool that 80% of employers use to recruit. Twitter and Facebook too! **Prerequisite:** *Have an email account you can use here.* **Date:** Feb. 22

You may bring your own laptop. Every computer is configured differently, and time will not be available to reconfigure your laptop. Some functions may not work as intended.

Job Search Seminars

Most job search seminars are held on a first come, first served basis.

P T **Career Exploration Assessment**: Identify your aptitudes, career preferences and values. **MWE enrollment required before class. Tickets are available one hour prior to start time.** **Dates:** Feb. 6, 13, 20, 27

Career Changers 101: Hands-on computer class. Bring your Career Assessment results and explore options. **Prerequisite:** Career Exploration Assessment. **Dates:** Feb. 7, 22

Federal Job Workshop: An overview of the federal job search process. **Date:** Feb. 27

S **Frederick County Workforce Services (FCWS) Orientation**: Learn about FCWS services, take a tour to see all the available resources, and begin developing the action plan for your job search. **Sign up at the Resource Desk and enroll in the Maryland Workforce Exchange (mwejobs.maryland.gov.)** **Dates:** Feb. 3, 10, 16, 24

Instant Confidence! Your Transferable Skills: Discover the skills and successes you already have, and that employers are seeking. **Date:** Feb. 28

Interview Success: Win that job offer by acing the interview! Includes preparation, answering tough questions and useful ideas for follow-up. **Date:** Feb. 23

Introduction to the Maryland Workforce Exchange (MWE): Learn to navigate this important network, which lists regional job openings and matches job seekers with employer position openings. **Dates:** Feb. 1, 14, 15, 28, 29

S **Myers-Briggs Type Indicator**: Learn about personality types, and what jobs will fit you most naturally. **Date:** Feb. 22

Résumé Express: How to write successful résumés. **Bonus:** Applications, cover letters and reference lists too! You do not need to bring your résumé. **Dates:** Feb. 2, 13, 29

Shortcut to Success: Over 75% of people get jobs through networking. Learn how to make it work for you! **Date:** Feb. 2

P **So You Want Training?** FCWS has training dollars for those who qualify and need to update their skills to be more marketable. Attend this seminar to find out more. **Prerequisite:** Orientation or Early Intervention. **Dates:** Feb. 3, 10, 16, 24

Additional Programs

858 Trade Updates: Meet with staff to complete the 858 form to maintain your Trade status. **Date:** Feb. 15

Division of Rehabilitation Services (DORS) Orientation: A brief overview of the DORS services for persons with disabilities. **Dates:** Feb. 6, 13, 27

S **Early Intervention**: A full-day program covering the key components of job hunting. Call 301-600-2255 for information and schedule.

Filling the Gaps in Your Résumé: The Literacy Council will discuss volunteering to keep your skills current. **Date:** Feb. 9

S **Mock Interviews**: *See Resource Desk.*

Nuts and Bolts of Unemployment Hearings: Meet with representatives from Maryland Legal Aid to learn how to prepare for your unemployment insurance benefit appeal. **Date:** Feb. 21

S **SSI/SSDI Benefits Counselor**: The answers to your Supplemental Security Income and Social Security Disability Income benefits questions. Call 1-888-838-1776 to sign up. **Date:** Feb. 17

Understanding Credit Reports and Scores: Learn how to obtain, read and understand your credit report and improve your credit score. **Date:** Feb. 1

When the Income Stops but the Bills Don't: Cope with change by being financially prepared. How to set priorities, identify problem areas, and establish a practical spending and savings plan. **Date:** Feb. 15