Frederick County Workforce Services
RECRUITMENT • RETRAINING • RETENTION

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.

September 2012

Please attend FCWS Orientation and sign up in www.mwejobs.maryland.gov as your first steps!

Monday	Tuesday	Wednesday	Thursday	Friday
3 **HOLIDAY**	**4** **Special Speaker Hans Mindermann: LinkedIn as a Job Search Tool** 10-11 am	**5** **T Computers for Scaredy Cats** 8:30-11:30 am	**6** **T Computer Basics** 8:30-11:30 am **S FCWS Orientation** 9 am-noon **P So You Want Training** 1-2 pm	**7** **T Introduction to Word** 8:30-11:30 am
10 **T Internet Job Search** 8:30-11:30 am **DORS Orientation** 10-11 am **Career Assessment** 1-3:30 pm	**11** **T Introduction to the Maryland Workforce Exchange (MWE)** 11 am-noon	**12** **Discovering Green Jobs** 8:30-9:30 am **T Email for Your Job Search** 8:30-11:30 am **Understanding Credit Reports and Scores** 9:30-10:30 am **T Introduction to the MWE** 11 am-noon **Résumé Express** 1-3:30 pm **Career Changers 101** 2-4 pm	**13** **T e-Résumés** 8:30-11:30 am **Filling the Gaps in Your Résumé** 9-10 am **S FCWS Orientation** 9 am-noon **P So You Want Training** 3-4 pm	**14** **The BEC will be closed today for a staff meeting.**
17 **T Computer Basics** 8:30-11:30 am **Overcoming the Age Factor** 9-11 am **DORS Orientation** 10-11 am **Myers-Briggs Type Indicator** 1-3 pm	**18** **Interview Success** 10 am-noon **Nuts and Bolts of Unemployment Hearings** 1:30-3 pm	**19** **T Intro to Word** 8:30-11:30 am **SmartStart: Introduction to Starting Your Own Business** 1-4 pm **858 Trade Updates** 10 am-noon and 2-3 pm **Shortcut to Success** 2:30-3:30 pm	**20** **S FCWS Orientation** 9 am-noon **P So You Want Training** 1-2 pm	**21** **T Intermediate Word** 8:30-11:30 am **S SSI/SSDI Benefits Counselor** 12-4 pm
24 **Federal Jobs Workshop** 9 am-1 pm **DORS Orientation** 10-11 am	**25** **T You Want to Work Where?** 8:30-11:00 am **T Introduction to the MWE** 11 am-noon **Résumé Express** 1-3:30 pm	**26** **Discovering Green Jobs** 8:30-9:30 am **When the Income Stops but the Bills Don't** 9:30-10:30 am **T Introduction to the MWE** 11 am-noon **Career Changers 101** 2-4 pm	**27** **Special Speaker Hans Mindermann: LinkedIn as a Job Search Tool** 10-11 am	**28** **Instant Confidence! Your Transferable Skills** 9-11 am **S FCWS Orientation** 9 am-noon **P So You Want Training** 1-2 pm
Please see back of calendar for details.	***Classes begin promptly at the stated times.***	**S Sign up ahead of time.**	**P Prerequisite that must be completed before class.**	**T Get ticket at Front Desk; first come, first served.** ***Space is limited.***

5340 Spectrum Drive, Suite A, Frederick, Maryland 21703 301-600-2255 www.frederickworks.com • mwejobs.maryland.gov

September 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 **Space limited.** Get ticket at Front Desk. Tickets are available at 8 am on the day of class.

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: Sept. 5.***

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: Sept. 6, 17.***

T **Introduction to Word 2007:** Learn to create, format and save cover letters, résumés and other documents. ***Dates: Sept. 7, 19.***

T **Intermediate Word 2007:** Make numbered lists, create and format tables, type envelopes, use columns and learn more time-saving tips! ***Date: Sept. 21.***

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: Sept. 10.***

T **Email for Your Job Search:** Start your own email account, and learn how to use this essential job search tool. ***Date: Sept. 12.***

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: Sept.13.***

T **You Want to Work Where?** Find what you need to know about your next employer. ***Bring your library card. Date: Sept. 25.***

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: Sept. 27.***

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

P **Career Assessment:** Take online assessments to identify your career interests, aptitudes and work values. **Option 1:** See the Help Desk to have the assessments emailed to you. **Option 2:** Attend an on-site seminar if you need instructor assistance with the computer. ***MWE enrollment required for both options.*** **T** Ticket required for on-site seminar. ***On-site date: Sept.10.***

Career Changers 101: Hands-on computer class. Bring your Career Assessment results and explore options. ***Dates: Sept. 12, 26.***

S **NEW! Discovering Green Jobs:** The Green Jobs Navigator will share GREEN jobs tips, tools and opportunities in the growing green economy (you may even be eligible for free training.) ***Sign up at the Resource Desk. MWE enrollment required. Dates: Sept. 12, 26.***

Federal Job Workshop: An overview of the federal job search process. ***Date: Sept. 24.***

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: Sept. 6, 13, 20, 28.***

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

Interview Success: Win that job offer by acing the interview! Includes preparation, answering tough questions and useful ideas for follow-up. ***Date: Sept. 18.***

T **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: Sept. 11, 12, 25, 26.***

P **Myers-Briggs Type Indicator:** Learn about personality types, and what jobs will fit you most naturally***. MWE enrollment required before class. Date: Sept. 17.***

Overcoming the Age Factor: How effective jobseekers turn age into an advantage. ***Date: Sept. 17.***

Résumé Express: How to write successful résumés. **Bonus:** Applications, cover letters and reference lists too! You do not need to bring your résumé. ***Dates: Sept. 12, 25.***

Shortcut to Success: Over 75% of people get jobs through networking. Learn how to make it work for you! ***Date: Sept. 24.***

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, Early Intervention or EUC (Emergency Unemployment Compensation Workshop.). ***Dates: Sept. 6, 13, 20, 28.***

Additional Programs

858 Trade Updates: Meet with staff to complete the 858 form to maintain your Trade status. ***Date: Sept. 19.***

Division of Rehabilitation Services (DORS) Orientation: A brief overview of the DORS services for persons with disabilities. ***Dates: Sept.10. 17, 24.***

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: Sept. 13.***

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

LinkedIn as a Job Search Tool: How to get started; find valuable connections; how to be found; efficient career enhancement tools. ***Dates: Sept. 4, 27.***

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: Sept. 18.***

S **SmartStart: Introduction to Starting Your Own Business:** Learn the basics on how to go into business for yourself. ***Call 301-600-1967 to sign up. Date: Sept. 19.***

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: Sept. 21.***

Understanding Credit Reports and Scores: Learn how to obtain, read and understand your credit report and improve your credit score. ***Date: Sept. 12.***

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: Sept. 26.***