


June 2017 Calendar of Events—Frederick County Workforce Services

Located at the Business and Employment Center: 5340 Spectrum Drive, Suite A, Frederick, MD 21703 (P) 301.600.2255 (F) 301.600.2906

Job seekers who take advantage of Individualized Services get jobs at a significantly higher rate than those who don't. Individualized Services include much more than what is on this calendar, including skills training to make you more marketable! Call to find out more at 301.600.2255.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>All job seekers are asked to create an account in the Maryland Workforce Exchange (https://mwejobs.maryland.gov) before attending seminars.</p>	<p>All classes start promptly at the time listed on the calendar.</p> 	<p>Please see the back of this calendar for a description of each event, including pre-requisites for some classes.</p>	<p>1 MS Resume Doctor 10-11 am M Navigating Success 2-3 pm</p>	<p>2 MS Resume Doctor 10-11 am MS Information Session for Network Engineer Training Program 10 am-noon M The 60-Minute Job Search Solution 10:30-11:30 am FCWS will close at noon today.</p>
<p>5 M Career Decision Making 9-10 am MS Resume Doctor 2-3 pm</p>	<p>6 M Welcome Seminar 10-11 am MS Resume Doctor 10-11 am M Navigating Success 11 am-noon</p>	<p>7 M Computers for Scaredy Cats 8:30-11:30 am M Complete Resume Workshop 10:30 am-12:30 pm MS Resume Doctor 2-3 pm</p>	<p>8 MP Conquer Online Applications 8:30-10:30 am MS Resume Doctor 10-11 am M Navigating Success 2-3 pm</p>	<p>9 M Introduction to Word 8:30-11:30 am MS Resume Doctor 10-11 am FCWS will close at noon today.</p>
<p>12 MPT The LinkedIn Connection 8:30-11:30 am MS Resume Doctor 2-3 pm</p>	<p>13 M Welcome Seminar 10-11 am MS Resume Doctor 10-11 am M Navigating Success 11 am-noon M Interview Success 1-4 pm Nuts and Bolts of Unemployment Hearings 1:30-3 pm</p>	<p>14 M The 60-Minute Job Search Solution 8:30-9:30 am MS Resume Doctor 2-3 pm</p>	<p>15 MS Resume Doctor 10-11 am M Navigating Success 2-3 pm</p>	<p>16 MS Resume Doctor 10-11 am FCWS will close at noon today.</p>
<p>19 M Introduction to Word 8:30-11:30 am MS Federal Jobs Workshop 8:30 am-12:30 pm MS Resume Doctor 2-3 pm</p>	<p>20 M Welcome Seminar 10-11 am MS Resume Doctor 10-11 am M Career Decision Making 10:15-11:15 am</p>	<p>21 M Not Just a Number 9-11 am M Complete Resume Workshop 10:30 am-12:30 pm MS Resume Doctor 2-3 pm</p>	<p>22 FCWS will open at 10 am today. MS Resume Doctor 10-11 am M Navigating Success 2-3 pm</p>	<p>23 MPT The LinkedIn Connection 8:30-11:30 am MS Resume Doctor 10-11 am FCWS will close at noon today.</p>
<p>26 M Five Steps to Your Personal Brand 9-11 am MS Resume Doctor 2-3 pm</p>	<p>27 M Welcome Seminar 10-11 am MS Resume Doctor 10-11 am M Navigating Success 11 am-noon M Complete Resume Workshop 1:30-3:30 pm</p>	<p>28 MS Resume Doctor 2-3 pm</p>	<p>29 M The 60-Minute Job Search Solution 8:30-9:30 am MS Resume Doctor 10-11 am M Navigating Success 2-3 pm</p>	<p>30 M Instant Confidence! Sell Your Strengths 9-11 am MS Resume Doctor 10-11 am FCWS will close at noon today.</p>

P = Prerequisite that must be completed before class; see Resource Desk. M = MWE account required. S = Sign up in advance; see back of calendar. T = Get ticket at front desk. Tickets are available half an hour before class. For more information, including class descriptions, see the back of this calendar, or visit www.FrederickWORKS.com.

The BEC is open from 8 am-4 pm on Mon-Friday. Reasonable accommodations will be provided upon request. Contact 301.600.2255 at least two weeks prior to the event. EOE/M/F/D/V



Class Descriptions—Frederick County Workforce Services

JOB SEARCH CLASSES

Welcome Seminar: Learn about FCWS services and how to get started on your training and employment goals. **Before attending, please create an account in the Maryland Workforce Exchange at <https://mwejobs.maryland.gov>.**

60-Minute Job Search Solution: A quick overview of job search essentials: resumes, LinkedIn and interviews.

Career Decision Making: Not sure what type of job you want? Learn the tools available to get focused.

Complete Resume Workshop: How to write successful resumes. **Bonus:** Cover letters and reference lists, too!

Federal Jobs Workshop: A comprehensive look at the process of applying for a federal job. Topics include reading and understanding vacancy announcements, navigating the federal applications process, creating a federal resume, how to get through HR to the hiring manager, and more! **Please call Jenni Allnutt at 301-600-2184 to sign up.**

Five Steps to Your Personal Brand: Define and publicize your personal brand to help employers find you.

Information Session for Network Engineer Training Program: FCC is hosting an information session to share details around an upcoming Network Engineer Training program that will start this summer. For additional details, contact Kathi Groover at FCC by email at kgroover@frederick.edu

Instant Confidence! Sell Your Strengths: Discover the skills and successes you already have, that are in demand by today's employers.

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

Navigating Success: Learn how FCWS Individualized Services can help you reach your career goals. Topics include one-on-one career coaching, training opportunities, and intense job search.

Not Just a Number: Showcase your strengths as a mature worker by showing off your accomplishments.

Nuts and Bolts of Unemployment Hearings: Meet with representatives from Maryland Legal Aid to learn how to prepare for your Unemployment Insurance benefit appeal.

Resume Doctor: Have your resume reviewed by a Certified Professional Resume Writer. Please bring your nearly perfect resume and a job lead for your kind of work. **Sign up on the day you want to see the Doctor only**, at the Resource Desk; or call 301-600-2255 to reserve your 20-minute slot.

The LinkedIn Connection: An introduction to LinkedIn, the tool that over 80% of employers use to recruit. Twitter and Facebook too!

Pre-requisites: Have an email account you can use in class, and get a ticket at the front desk. (Please note: AOL does not work at FCWS.) Arrive early! This class may fill up.

COMPUTER CLASSES

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.

Computers for Scaredy Cats: You can do it! Conquer computers by learning the basics at an easy pace, without fear!

Introduction to Word: Learn to create, format and save cover letters, resumes and other documents.

Conquer Online Applications: Learn how to deal with those pesky online applications, format your resume for Applicant Tracking Systems, and sending via email. **Pre-requisites: Bring your resume on a flash drive; have an email account you can use in class. (Please note: AOL does not work at FCWS.)**

Need more information? Please see a member of the Resource Desk staff.

CLASSES FROM THE SMALL BUSINESS DEVELOPMENT CENTER

Sign up at www.marylandsbdc.org

The Seven Biggest Marketing Mistakes: Learn what to do and what NOT to do to market your business. *June 2, 10 am-noon*

Veteran & Minority-Owned Business Entrepreneurship and 8(a) Certification: Learn the facts for your business certification. *June 8, 10 am-noon*

Recording & Maintaining Accurate Financial Data: How to clean up your business current data to improve financial reporting. *June 9, 10 am-noon*

Business Succession Planning: Plan for your business in your absence! *June 12, 10 am-noon*

Creating A Facebook Business Page: Learn the steps to ensure social media success for your business. *June 14, 10 am-noon*

Understanding Business Insurance: The MUSTs for insuring your business!, *June 19, 10 am-noon*

Are You Ready to Start a Business? Learn the steps to start your own business and how the SBDC can assist you! *June 21, 10-11:30 am*

Funding Options For Your Business & How Credit Matters: How to get funding and how to raise that credit score! *June 22, 10 am-noon*

Ditch The Fishbowl-Vendor Training: Learn what's important for doing business as a vendor. *June 23, 10 am-noon*

Basic Business Taxes: Learn the essentials of taxes you must pay for your business. *June 28, 10 am-noon*

Business Growth and Exit Strategies: Grow a business while preparing for the exit! *June 29, 10 am-noon*

Whatsit Worth...Whatsit Cost?: How to price your goods and services. *June 30, 10-11:30 am*