



January 2021 Calendar of Professional Workshops

Wheaton office: 301-929-6880

Please leave a voicemail, messages are checked daily.

Germantown office: 240-406-5485

Monday	Tuesday	Wednesday	Thursday	Friday
January 4 9:00 – 10:30am The Art of Communication 10:30 – 12:00pm Employment Letters that Shine 11:30-1:00pm Résumé Revamp	5 11:00 - 12:30pm: Tuesday Tech: Keyword Optimization 1:30 – 3:00pm Salary Negotiation	6 1:00 - 2:30pm Résumé Revamp	7 11:30am - 1:00pm Interview Expectations 1:00 - 2:30pm IT Professionals Network	8 9:00 – 10:30am Finance Friday: Goal Setting for 2021 and Beyond 10:30– 12:00pm Interview Questions Made Easy
11 10:30 – 12:00pm Job Seekers Over 50 11:30-1:00pm Résumé Revamp	12 11:00 - 12:30pm: Tuesday Tech: Keyword Optimization 1:30 – 3:00pm LinkedIn: The Basics	13 1:00 - 2:30pm Résumé Revamp	14 11:30am - 1:00pm Interview Expectations 1:00 - 2:30pm Job Search Strategies	15 9:00 – 10:30am Finance Friday: Scams & Identity Theft 10:30– 12:00pm Interview Questions Made Easy
18 9:00 – 10:30am The Art of Communication 10:30 – 12:00pm Employment Letters that Shine 11:30-1:00pm Résumé Revamp	19 11:00 - 12:30pm: Tuesday Tech: Exploring Online Education Opportunities 1:30 – 3:00pm Salary Negotiation	20 1:00 - 2:30pm Résumé Revamp	21 11:30am - 1:00pm Interview Expectations 1:00 - 2:30pm IT Professionals Network	22 9:00 – 10:30am Finance Friday: Credit 101 10:30– 12:00pm Interview Questions Made Easy
25 10:30 – 12:00pm Job Seekers Over 50 11:30-1:00pm Résumé Revamp	26 11:00 - 12:30pm: Tuesday Tech: Keyword Optimization 1:00 – 2:30pm LinkedIn: Beyond the Basics	27 1:00 - 2:30pm Résumé Revamp	28 11:30am - 1:00pm Interview Expectations 1:00 - 2:30pm Job Search Strategies	29 9:00 – 10:30am Finance Friday: Tackling Debt 10:30– 12:00pm Interview Questions Made Easy

➤ **How to Register for a Workshop**

- Log in to the website: www.mwejobs.maryland.gov
- Click: Appointment Center > Events Calendar
- Select location and click "filter." Click on a workshop from the calendar
- Scroll down to click on the red button labeled "Register"
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For assistance call - Wheaton: 301-929-6880, Germantown: 240-406-5485

All registered attendees will receive a link to join the session via email. This information will be sent the evening before the workshop.

All sessions will begin promptly at their listed start times, and late entrants will not be admitted after a **10-minute grace period**. Please plan accordingly and contact the office if you need technical assistance. The trainers cannot assist after the start of the session.

WorkSource Montgomery is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities."