



## May 2022 Calendar of Professional Workshops

ALL WORKSHOPS WILL MEET ONLINE VIA ZOOM

Links to join each session will be emailed to registered attendees

Wheaton office: 301-929-6880  
 Germantown office: 240-406-5485  
 East County office: 240-777-8412  
 \*Please leave a voicemail, messages are checked daily.

Monday	Tuesday	Wednesday	Thursday	Friday
<b>2</b>  <b>How To Write a Cover Letter (AW)</b> 1 pm-3 pm <b>Money, Habits &amp; Beliefs (CAFÉ)</b> 6pm-7pm	<b>3</b>  <b>Building Your Financial Future (CAFÉ)</b> 10 am-12pm  <b>Action Words Into Your Resume (JP)</b> 1pm-3pm	<b>4</b>  <b>Preparing for a Job Interview (JP)</b> 10 am-12pm  <b>Money Matters (CAFÉ)</b> 1 pm-3 pm	<b>5</b>  <b>How to Network Remotely (JB)</b> 10 a.m.-12 p.m.  <b>Using LinkedIn (JP)</b> 1 p.m.-3 p.m.	<b>6</b>  <b>The Art of Negotiation (AW)</b> 10am-12pm  <b>Financial Recovery (CAFÉ)</b> 1pm-3pm
<b>9</b>  <b>Changing Careers, New Opportunities (AW)</b> 10 am -12 pm. <b>How to Get Your Resume Noticed (JP)</b> 1pm-3pm <b>Your Money Goals (CAFÉ)</b> 6pm-7pm	<b>10</b>  <b>Using LinkedIn (JP)</b> 10am-12pm  <b>How To Write a Cover Letter (AW)</b> 1pm-3pm	<b>11</b>  <b>Answering Tough Interview Questions (JP)</b> 1pm-3pm	<b>12</b>  <b>Mock Interviews (JP/AW)</b> 10am-12pm  <b>Your Income &amp; Expenses (CAFE)</b> 1pm-3pm	<b>13</b>  <b>One on One Resume Consultations</b> 10am-2pm- (Referred by CA's)
<b>16</b>  <b>Creating a Resume (LCMC)</b> 10am-12pm <b>Preparing for a Job Interview (JP)</b> 1pm-3pm <b>Stash Your Cash, Spending Plan (CAFÉ)</b> 6pm-7pm	<b>17</b>  <b>Surviving Layoff (JB)</b> 10am-12pm  <b>Credit Report and Scores (CAFÉ)</b> 1pm-3pm	<b>18</b>  <b>Resume Essentials (JP)</b> 10am-12pm  <b>Managing Debt Part #2 (CAFÉ)</b> 1pm-3pm	<b>19</b>  <b>Using LinkedIn (JB)</b> 10am-12pm  <b>Smart Cents Youth Personal Finance (CAFE)</b> 12pm-3pm	<b>20</b>  <b>Answering Tough Interview Questions (JB)</b> 10am-12pm  <b>Coping With Ageism (JP)</b> 1pm-3pm
<b>23</b>  <b>Preparing for a Job Interview (JP)</b> 10am-12pm <b>Art of Negotiation (AW)</b> 1pm-3pm <b>Managing Debt and Bills (CAFÉ)</b> 6pm-7pm	<b>24</b>  <b>Acing Virtual Interviews (JP)</b> 10am-12pm  <b>Mindfulness &amp; Awareness(JB)</b> 1pm-3pm	<b>25</b>  <b>Creating a Federal Resume (AW)</b> 10am-12pm  <b>Building Your Financial Future (CAFÉ)</b> 1pm-3pm	<b>26</b>  <b>Mock Interviews (JB/JP)</b> 10am-12pm  <b>Resume Essentials (AW)</b> 1pm-3pm	<b>27</b>  <b>One on One Resume Consultations</b> 10am-2pm- (Referred by CA's)
<b>30</b>  <b>Memorial Day</b>	<b>31</b>  <b>How to Get Your Resume Noticed (JB)</b> 10am-12pm <b>Action Words into Your Resume (JP)</b> 1pm-3pm			

### How to Register

- Log in to the website: [www.mwejobs.maryland.gov](http://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"

**No red button? Need more help? Call us!**

All sessions will begin promptly at their listed start times, and late entrants will not be admitted after a **15-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.*