

## August 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
<p><b>1</b></p> <p><b>Resume Essentials (AW)</b> 10 a.m.-12 p.m.</p> <p><b>Action Words Into Your Resume (JP)</b> 1 p.m.- 3 p.m.</p>	<p><b>2</b></p> <p><b>How To Write a Cover Letter (JB)</b> 10am-12pm</p> <p><b>Preparing for a Job Interview (JP)</b> 1pm-3pm</p>	<p><b>3</b></p> <p><b>Networking Remotely (JP)</b> 10 a.m.-12 p.m.</p> <p><b>Using LinkedIn (JB)</b> 1 p.m.- 3 p.m.</p>	<p><b>4</b></p> <p><b>Acing Virtual Events (JP)</b> 10 am-12pm</p> <p><b>Answering Tough Interview Questions (AW)</b> 1 p.m.-3 p.m.</p>	<p><b>5</b></p>
<p><b>8</b></p> <p><b>Building Your Financial Future (CAFÉ)</b> 10 a.m. – 12 p.m.</p> <p><b>Excelling at Working Relationships (JP)</b> 1 p.m.-3 p.m.</p>	<p><b>9</b></p> <p><b>Managing Debt (CAFÉ)</b> 10 a.m.-12 p.m.</p> <p><b>Creating a Resume (LCMC)</b> 11am-12: 30 p.m.</p> <p><b>Coping with Ageism (JP)</b> 1 p.m.- 3 p.m.</p>	<p><b>10</b></p> <p><b>Mindfulness &amp; Awareness (JB)</b> 10 a.m.-12 p.m.</p> <p><b>Emotional Intelligence/Job Search (AW)</b> 1 p.m.- 3 p.m.</p>	<p><b>11</b></p> <p><b>How to Write a Cover Letter (JB)</b> 10 a.m. – 12 p.m.</p> <p><b>Getting Your Resume Gets Noticed (JP)</b> 1 p.m. – 3 p.m.</p>	<p><b>12</b></p> <p><b>Mock Interviews (JB/JP)</b> 10 a.m.-12 p.m.</p>
<p><b>15</b></p> <p><b>Resume Essentials (AW)</b> 10 a.m. -12 p.m.</p> <p><b>Acing Virtual Interviews (JP)</b> 1 p.m.-3 p.m.</p>	<p><b>16</b></p> <p><b>How To Write a Cover Letter (JB)</b> 10am-12pm</p> <p><b>Professional Email (LCMC)</b> 11am- 12:30 p.m.</p>	<p><b>17</b></p> <p><b>Preparing for a Job Interview (JP)</b> 10 am-12 pm</p> <p><b>Using LinkedIn (JB)</b> 1 p.m.- 3 p.m.</p>	<p><b>18</b></p> <p><b>Art of Salary Negotiation (AW)</b> 10 a.m.-12 p.m.</p> <p><b>Alternative Jobs &amp; How to Obtain Them (JP)</b> 1 p.m. – 3 p.m.</p>	<p><b>19</b></p>
<p><b>22</b></p> <p><b>Preparing for a Job Interview (JP)</b> 10 a.m.-12 p.m.</p> <p><b>Emotional Intelligence/Job Search (AW)</b> 1 p.m.- 3 p.m.</p>	<p><b>23</b></p> <p><b>Mindfulness &amp; Awareness (JB)</b> 10 a.m.-12 p.m.</p> <p><b>Creating a Resume (LCMC)</b> 11am-12: 30 p.m.</p> <p><b>Action Words Into Your Resume (JP)</b> 1 p.m.- 3 p.m.</p>	<p><b>24</b></p> <p><b>Art of Salary Negotiation (AW)</b> 10 a.m.- 12 p.m.</p> <p><b>How to Write a Cover Letter (JB)</b> 1 p.m.- 3 p.m.</p>	<p><b>25</b></p> <p><b>Excelling at Working Relationships (JP)</b> 10 a.m.-12 p.m.</p>	<p><b>26</b></p> <p><b>Mock Interviews (JB/JP)</b> 10 a.m.-12 p.m.</p>
<p><b>29</b></p> <p><b>Networking Remotely (JP)</b> 10 a.m.-12 p.m.</p>	<p><b>30</b></p> <p><b>Professional Email (LCMC)</b> 11am- 12:30 p.m.</p> <p><b>Landing a Remote Role (JB)</b> 1 p.m. – 3 p.m.</p>	<p><b>31</b></p> <p><b>Acing Virtual Interviews &amp; Hiring Events (JP)</b> 10 a.m. -12 p.m.</p>		

### 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.*