

## September 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
			1 <b>Acing Virtual Events (JP)</b> 10 am-12pm <b>Answering Tough Interview Questions (JB)</b> 1 p.m.-3 p.m.	2
5 <b>LABOR DAY</b>	6 <b>How To Write a Cover Letter (AW)</b> 10am-12pm <b>Coping with Ageism (JP)</b> 1 p.m.- 3 p.m.	7 <b>Answering Tough Interview Questions (JB)</b> 10 am-12pm <b>Art of Salary Negotiation (AW)</b> 1 p.m.- 3 p.m.	8 <b>Preparing for a Job Interview (JP)</b> 10 am-12 pm <b>Get Your Resume Noticed (JB)</b> 1 p.m. – 3 p.m.	9 <b>Mock Interviews (JB/JP)</b> 10 a.m.-12 p.m.
12 <b>Action Words into Your Resume (AW)</b> 10 a.m. -12 p.m. <b>Alternative Jobs &amp; How to Obtain Them (JP)</b> 1 p.m. – 3 p.m.	13 <b>Mindfulness &amp; Awareness (JB)</b> 10 a.m.-12 p.m. <b>Preparing for a Job Interview (JP)</b> 1 p.m.-3 p.m.	14 <b>Landing a Remote Role (JB)</b> 1 p.m. – 3 p.m.	15 <b>How To Write a Cover Letter (JP)</b> 10am-12pm <b>Conflict Resolution/Workplace (AW)</b> 1 p.m. – 3 p.m.	16
19 <b>Preparing for a Job Interview (JP)</b> 10 a.m.-12 p.m. <b>Emotional Intelligence/Job Search (AW)</b> 1 p.m.- 3 p.m.	20 <b>Resume Essentials (JP)</b> 1 p.m.- 3 p.m.	21 <b>Art of Salary Negotiation (AW)</b> 10 a.m.- 12 p.m. <b>How to Write a Cover Letter (JB)</b> 1 p.m.- 3 p.m.	22 <b>Excelling at Working Relationships (JP)</b> 10 a.m.-12 p.m.	23 <b>Mock Interviews (JB/JP)</b> 10 a.m.-12 p.m.
26 <b>Networking Remotely (JP)</b> 10 a.m.-12 p.m.	27 <b>Mindfulness &amp; Awareness (JB)</b> 10 a.m.-12 p.m. <b>Acing Virtual Interviews &amp; Hiring Events (JP)</b> 1 p.m. – 3 p.m.	28 <b>Landing a Remote Role (JB)</b> 10 a.m.-12 p.m.	29 <b>Conflict Resolution/Workplace (AW)</b> 10 a.m.-12 p.m.	30

### 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"

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*

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

*disabilities.*

Programs and initiatives offered by WSM are supported in part by the Employment and Training Administration of the U.S. Department of Labor as part of an award totaling \$2,682,140.