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# FEBRUARY 2020

Monday	Tuesday	Wednesday	Thursday	Friday
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>11:00 – 2:00 p.m. – U.S. Census Bureau Walk-In Job Application Fair</b> 2:00 – 3:00 p.m. – Western Maryland Consortium (WIOA) Orientation (please call to RSVP @ 301-777-1221)	9:00 – 4:00 p.m. – Re-Employment Opportunities Workshop (ROW) <b>10:00 – 12:00 p.m. – Aspira Walk-In Job Interviews</b>	8:00 – 10:00 a.m. – Resume Review 9:00 – 2:00 p.m. – Horizon Goodwill Onboarding (February 3 – 14) 1:00 – 2:00 p.m. – “Surviving a Layoff” Workshop (BG)	9:00 – 2:00 p.m. – Horizon Goodwill Onboarding (February 3 – 14)	9:00 – 2:00 p.m. – Horizon Goodwill Onboarding (February 3 – 14) 11:00 – 12:00 p.m. – Legal Aid Free Legal Information One-on-Ones
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>11:00 – 2:00 p.m. – U.S. Census Bureau Walk-In Job Application Fair</b> 2:00 – 3:00 p.m. – Western Maryland Consortium (WIOA) Orientation (please call to RSVP @ 301-777-1221)	9:00 – 2:00 p.m. – Horizon Goodwill Onboarding (February 3 – 14) 1:00 – 2:00 p.m. – “Resume Writing” Workshop (BG)	8:00 – 10:00 a.m. – Resume Review 9:00 – 2:00 p.m. – Horizon Goodwill Onboarding (February 3 – 14) 9:00 – 12:00 p.m. - Re-Employment Services & Eligibility Assessment Workshop (RESEA)	9:00 – 2:00 p.m. – Horizon Goodwill Onboarding (February 3 – 14) <b>10:00 – 1:00 p.m. – Pilgrim’s Walk-In Job Interviews</b>	9:00 – 2:00 p.m. – Horizon Goodwill Onboarding (February 3 – 14) 11:00 – 12:00 p.m. – Legal Aid Free Legal Information One-on-Ones
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>OFFICE CLOSED</b> <i>For Presidents’ Day</i>	<b>11:00 – 2:00 p.m. – U.S. Census Bureau Walk-In Job Application Fair</b> 2:00 – 3:00 p.m. – Western Maryland Consortium (WIOA) Orientation (please call to RSVP @ 301-777-1221)	8:00 – 10:00 a.m. – Resume Review 1:00 – 2:00 p.m. – “Getting Back to Work: Resources for the Unemployed” Workshop (BG)	1:00 – 2:00 p.m. – “Introduction to the Maryland Workforce Exchange” Workshop (BR)	11:00 – 12:00 p.m. – Legal Aid Free Legal Information One-on-Ones 1:00 – 2:00 p.m. – “Interviewing: The Last Obstacle to Landing the Job” Workshop (BR)
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>11:00 – 2:00 p.m. – U.S. Census Bureau Walk-In Job Application Fair</b> 2:00 – 3:00 p.m. – Western Maryland Consortium (WIOA) Orientation (please call to RSVP @ 301-777-1221)	9:00 – 4:00 p.m. – Re-Employment Opportunities Workshop (ROW)	8:00 – 10:00 a.m. – Resume Review 9:00 – 12:00 p.m. - Re-Employment Services & Eligibility Assessment Workshop (RESEA)	 <b>9:00 – 12:00 p.m. – Restaurant, Dining &amp; Retail Business Job Fair</b> <i>138 Baltimore Street</i>	11:00 – 12:00 p.m. – Legal Aid Free Legal Information One-on-Ones 1:00 – 2:00 p.m. – “21 <sup>st</sup> Century Job Searching Using Social Media” Workshop (KM)
 <b>MARYLAND</b> <i>Workforce Exchange</i> <small>Where Business and People Connect</small>	 <b>Maryland</b> <b>DEPARTMENT OF LABOR</b>	 <b>MARYLAND</b> <i>Workforce Exchange</i> <small>Where Business and People Connect</small>	 <b>Maryland</b> <b>DEPARTMENT OF LABOR</b>	<u><b>Coming in March</b></u>  <b>March 12, 1:00 – 3:30 p.m.</b> <b>American Woodmark Walk-In Interviews and Job Fair</b>

## Rotating Staff Guided Programs & Workshops

**RESUME REVIEW** – held weekly, these one-on-one review times provide you with an opportunity to visit the office and receive assistance from a Certified Professional Resume Writer or trained staff in developing or improving your resume

**WESTERN MARYLAND CONSORTIUM ORIENTATION** – held weekly, orientations provide detailed information about programs offered by the Consortium. The Consortium is a regional workforce development agency, administering the Workforce Innovation and Opportunity Act (WIOA), with offices in Allegany, Garrett and Washington Counties. Services offered include employment, resume development, skills training and job search assistance.

**REEMPLOYMENT OPPORTUNITIES WORKSHOP** – otherwise known as “ROW,” these six-hour opportunities include a thorough discussion of skill sets and resources available for unemployed individuals to gain employment again. ROW attendees are assigned attendance, but the sessions are also open to the public. Punctuality is required.

**REEMPLOYMENT SERVICES & ELIGIBILITY ASSESSMENT WORKSHOP** – otherwise referred to as “RESEA,” these three-hour sessions provide an overview of community and labor related resources and basic skills training for job searching. RESEA attendees are assigned attendance, but the sessions are also open to the public. Punctuality is required.

**“STEPS TO CAREER SUCCESS” WORKSHOP** – a one-hour workshop, this presentation will discuss the basics of career success, beginning with resumes and applications and concluding with the etiquette of a “thank you”

**“SURVIVING A LAYOFF” WORKSHOP** – this one-hour workshop details the process of handling a layoff, provides basic financial coaching for sustainability, and details methods for preparation for application for employment

**“GETTING BACK TO WORK: RESOURCES FOR THE UNEMPLOYED” WORKSHOP** – a one-hour workshop, this presentation provides an overview of public and partner resources in the community for those experiencing unemployment, as well as a review of the current labor market

**“RESUME WRITING” WORKSHOP** – this one-hour session provides an overview of how to write or improve a resume, including tips for getting employers’ attention and the “nuts and bolts” of what should be included in a resume. Bring your resume along for a personalized critique after the presentation.

**“INTERVIEWING: THE LAST OBSTACLE TO LANDING THE JOB” WORKSHOP** – an hour in length, this workshop provides an overview of skill sets for preparing for and succeeding at a job interview, as well as a discussion about different types of possible interviews that you may encounter

**“INTRODUCTION TO THE MARYLAND WORKFORCE EXCHANGE (MWE)” WORKSHOP** – this one-hour workshop is an overview of the tools available to you on the Maryland Workforce Exchange website ([mwejobs.maryland.gov](http://mwejobs.maryland.gov)) and how to leverage those tools to apply for jobs, track your job contacts, and discover labor market statistics

**“21<sup>st</sup> CENTURY JOB SEARCHING USING SOCIAL MEDIA” WORKSHOP** – a new offering for the 21<sup>st</sup> Century, this one-hour workshop will give a basic overview of social media platforms and job applications using those platforms, as well as how they interact with the newest hiring practices

**SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP)** – open to seniors aged 55 and older, SCSEP is a program that matches unemployed seniors who meet low-income guidelines with training and employment opportunities in the community at host agencies and government offices.