

## October 2023 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
2 <b>Resume Essentials (JP)</b> 10 a.m.-12 p.m.	3 <b>Acing Virtual Interviews (JP)</b> 10 a.m.-12 p.m.  <b>Job Search Strategies (JP)</b> 1:15p.m.-3:15p.m.	4 <b>Fired Freeing Ourselves from Expectations (JP)</b> 10 a.m.-12p.m.  <b>Mindfulness Meditation (JP)</b> 1:15 p.m.-2:15 p.m..	5 <b>Professionalism In the Workplace(JP)</b> 1:15 p.m.-3:15 p.m.  <b>Skill-Up Tutorial Link: Metrix Learning</b> <a href="https://bit.ly/MetrixTipsThursday">https://bit.ly/MetrixTipsThursday</a> -2pm	6 <b>How to Write a Cover Letter (JP)</b> 10 a.m.-12 p.m. <b>Not a Workshop: Skill-Up Friday Training Link: <a href="#">SkillUp / Metrix Self Directed Program -</a></b>
9 <b>WSM Holiday</b>	10 <b>Resume Essentials (JP)</b> 10 a.m.-12 p.m.  <b>Preparing for a Job Interview (JP)</b> 1:15 p.m.-3:15 p.m.	11 <b>Remote Networking Strategies (JP)</b> 10 a.m.-12 p.m.  <b>Mindfulness Meditation (JP)</b> 1:15 p.m.-2:15 p.m.	12 <b>The Skills You Didn't Know you Had (JP)</b> 10 am-12 pm  <b>Skill-Up Tutorial Link: Metrix Learning</b> <a href="https://bit.ly/MetrixTipsThursday">https://bit.ly/MetrixTipsThursday</a> -2pm	13 <b>Mock Interviews (DH/JP)</b> 10 a.m.-12 p.m.  <b>Emotional Intelligence and Your Job Search (JP)</b> 1:15 p.m.-3:15 p.m.
16 <b>Resume Essentials (JP)</b> 10 a.m.-12 p.m.  <b>DEI Part 2: Do I Fit in Here? (JP)</b> 1:15 p.m.-3:15 p.m.	17 <b>Art of Salary Negotiation (JP)</b> 10:00 a.m.- 11:00 a.m.  <b>Marketing You: Personal Branding (JP)</b> 1:15 p.m.-3:15 p.m.	18 <b>Emotional Intelligence and Your Job Search (JP)</b> 10:00 a.m.-12:00 p.m.  <b>Mindfulness Meditation (JP)</b> 1:15 p.m.-2:15 p.m.	19 <b>How To Write a Cover Letter (JP)</b> 1:15 p.m.-3:15 p.m.  <b>Skill-Up Tutorial Link: Metrix Learning</b> <a href="https://bit.ly/MetrixTipsThursday">https://bit.ly/MetrixTipsThursday</a> -2pm	20 <b>Excelling at Work Relationships (JP)</b> 10 a.m.-12 p.m. <b>Not a Workshop: Skill-Up Friday Training Link: <a href="#">SkillUp / Metrix Self Directed Program - Register for Access (metrixlearning.com)</a></b>
23 <b>Resume Essentials (JP)</b> 10 a.m.-12 p.m. <b>Answering Tough Interview Questions (JP)</b> 1:15 p.m.-3:15p.m.	24 <b>Budgeting Basics- LCMC</b> 11a.m.-12 p.m.  <b>TBD</b>	25  <b>TBD</b>	26  <b>TBD</b>  <b>Skill-Up Tutorial Link: Metrix Learning</b> <a href="https://bit.ly/MetrixTipsThursday">https://bit.ly/MetrixTipsThursday</a> -2pm	27  <b>TBD</b>  <b>Not a Workshop: Skill-Up Friday Training Link: <a href="#">SkillUp / Metrix Self Directed Program - Register for Access (metrixlearning.com)</a></b>
30 <b>Resume Essentials (JP)</b> 10 a.m.-12 p.m.  <b>Excelling at Working Relationships (JP)</b> 1:15 p.m.-3:15 p.m.	31 <b>Get S.M.A.R.T. About Your Goals (JP)</b> 10 a.m.-12 p.m.  <b>Action Words in the Resume (JP)</b> 1:15 p.m.-3:15 p.m.		<b>Skill-Up Tutorial Link: Metrix Learning</b> <a href="https://bit.ly/MetrixTipsThursday">https://bit.ly/MetrixTipsThursday</a> -2pm	

### 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.*