

# February 2025 Statewide Workshops

REMINDER: Dear Customer - Please remember to include the Name of the Workshop as well as the Date and Time when emailing the facilitator to reserve a spot. This is very helpful since there are some facilitators offering multiple workshops. Thank you!!

## "Virtual" Workshops

Title	Date	Time	Trainer	Description	Registration Information
<b>Job Searching Using Social Media</b>	02/04/2025	10:00 AM - 11:00 AM	Katie Marvin	How to find available jobs on social media	<a href="mailto:katie.marvin@maryland.gov">katie.marvin@maryland.gov</a>
<b>Virtual Networking</b>	02/04/2025	10:00 AM - 12:00 PM	POAC Staff	Guidance on creating an elevator pitch and live networking simulation	<a href="mailto:POAC@dllr.state.md.us">POAC@dllr.state.md.us</a>
<b>Resume ABCs</b>	02/05/2025	10:00 AM - 11:15 AM	Cassandra Baker	Learn the mechanics of how to write an attention grabbing resumé	<a href="mailto:cassandra.baker@maryland.gov">cassandra.baker@maryland.gov</a>
<b>Federal Jobs: Navigating the Federal Application &amp; Résumé Process Workshop</b>	02/06/2025	10:00 AM - 12:00 PM	POAC Staff	NFA/RP how to navigate the Federal Application/Résumé Process	<a href="mailto:POAC@dllr.state.md.us">POAC@dllr.state.md.us</a>
<b>LinkedIn Tour &amp; Tips</b>	02/06/2025	10:00 AM - 12:00 PM	Kathy Worgul	Build a profile and learn ways to use it!	<a href="mailto:kworgul@carrollcountymd.gov">kworgul@carrollcountymd.gov</a>
<b>LinkedIn Strategies *POAC Jump Start completion required</b>	02/07/2025	10:00 AM - 12:00 PM	POAC Staff	How to build a strong profile and turn connections into referrals	<a href="mailto:POAC@dllr.state.md.us">POAC@dllr.state.md.us</a>
<b>Winning Résumés &amp; Captivating Cover Letters</b>	02/07/2025	1:00 PM - 3:00 PM	Joan Washington	Create professional targeted résumés and cover letters	Self-Register via MWE <a href="https://tinyurl.com/2czudfum">https://tinyurl.com/2czudfum</a>
<b>Agilities© Workshop</b>	02/10/2025	9:30 AM - 12:30 PM	POAC Staff	Learn about a framework that can help you boost your confidence and identify what you are good at and enjoy doing in the world of work.	<a href="mailto:POAC@dllr.state.md.us">POAC@dllr.state.md.us</a>
<b>Federal Job Workshop</b>	02/10/2025	9:30 AM - 11:00 AM	Wynoka Jones	Navigating through the Federal application / Résumé Process	<a href="mailto:wynoka.jones@maryland.gov">wynoka.jones@maryland.gov</a>
<b>Basic Interviewing Skills</b>	02/11/2025	1:00 PM - 2:00 PM	Benjamin Russell	Learn tips for effective interviewing for jobs	<a href="mailto:benjaminj.russell@maryland.gov">benjaminj.russell@maryland.gov</a>
<b>Building a Better Résumé</b>	02/11/2025	10:00 AM - 12:00 PM	Kathy Worgul	Learn how to develop a resumé, including formatting, trends and targeting techniques	<a href="mailto:kworgul@carrollcountymd.gov">kworgul@carrollcountymd.gov</a>

Title	Date	Time	Trainer	Description	Registration Information
<b>A-I Today (Artificial Intelligence)</b> (New Workshop)	02/12/2025	10:00 AM - 11:00 AM	David Levesque	AI is rapidly becoming a regular part of everyday life. It is also changing the job market. This new workshop touches on this very broad topic, exploring some of the ways AI is already here - and has been here. We look at the development of AI, what it can do, and what it can't do yet.	<a href="mailto:david.levesque@maryland.gov">david.levesque@maryland.gov</a>
<b>Land That Interview: Résumé &amp; Cover Letter Strategies</b> [Note: POAC Jump Start completion required]	02/12/2025	10:00 AM - 12:00 PM	POAC Staff	Best practices for résumé creation.	<a href="mailto:POAC@dllr.state.md.us">POAC@dllr.state.md.us</a>
<b>Interviewing Workshop</b>	02/13/2025	10:00 AM - 12:00 PM	POAC Staff	Learn tips for effective interviewing for jobs	<a href="mailto:POAC@dllr.state.md.us">POAC@dllr.state.md.us</a>
<b>Networking in the New Normal</b>	02/14/2025	2:00 PM - 3:30 PM	Joan Washington	Find out how to network in the NEW NORMAL	Self-Register via MWE <a href="https://tinyurl.com/22zhkx9a">https://tinyurl.com/22zhkx9a</a>
<b>Job Searching Using Social Media</b>	02/18/2025	10:00 AM - 11:00 AM	Katie Marvin	How to find available jobs on social media	<a href="mailto:katie.marvin@maryland.gov">katie.marvin@maryland.gov</a>
<b>Job Fair Strategies</b>	02/19/2025	10:00 AM - 12:00 PM	POAC Staff	Job Fairs can be overwhelming and stressfull. Learn various strategies to make the most your next job fair.	<a href="mailto:POAC@dllr.state.md.us">POAC@dllr.state.md.us</a>
<b>The Gig Economy</b>	02/19/2025	10:00 AM - 11:00 AM	David Levesque	Learn about what the gig economy really is, how it has evolved, and how you might be able to take advantage of gig economy opportunities while job seeking.	<a href="mailto:david.levesque@maryland.gov">david.levesque@maryland.gov</a>
<b>Overcoming the Age Factor</b>	02/20/2025	1:30 PM - 3:30 PM	Kathy Worgul	Learn how to overcome age discrimination and sell your value to employers.	<a href="mailto:kworgul@carrollcountymd.gov">kworgul@carrollcountymd.gov</a>
<b>POAC Jumpstart Orientation</b>	02/21/2025	10:00 AM - 12:00 PM	POAC Staff	Overview of POAC services. Discussion of WIOA training and the beginning of your job acquisition plan.	<a href="mailto:POAC@dllr.state.md.us">POAC@dllr.state.md.us</a>
<b>Federal Jobs Workshop</b>	02/21/2025	11:00 AM - 1:00 PM	Carl Brown	NFA/RP how to navigate the Federal Application/Résumé Process	<a href="mailto:carl.brown1@maryland.gov">carl.brown1@maryland.gov</a>
<b>LinkedIn Basics</b>	02/21/2025	1:00 PM - 2:30 PM	Joan Washington	Learn how to create profiles, network and job search using the LinkedIn app	Self-Register via MWE_ <a href="https://tinyurl.com/2czoz3gh">https://tinyurl.com/2czoz3gh</a>
<b>REsiliency Circle</b>	02/24/2025	10:00 AM - 11:00 AM	POAC Staff	An opportunity for customers to discuss job acquisition challenges in an informal setting	<a href="mailto:POAC@dllr.state.md.us">POAC@dllr.state.md.us</a>

Title	Date	Time	Trainer	Description	Registration Information
<b>Résumé Skills</b>	02/24/2025	11:00 AM - 1:00 PM	Carl Brown	Strategies and tips on how to create a successful résumé.	<a href="mailto:carl.brown1@maryland.gov">carl.brown1@maryland.gov</a>
<b>Basic Interviewing Skills</b>	02/25/2025	1:00 PM - 2:00 PM	Benjamin Russell	Learn tips for effective interviewing for jobs	<a href="mailto:benjaminj.russell@maryland.gov">benjaminj.russell@maryland.gov</a>
<b>Agilities©: Draw Your Future Workshop</b>	02/26/2025	12:30 PM - 3:30 PM	Crystal Lagoda	Please join us to plan for and to 'Draw Your Future' by creating a visual map. As well as identifying and leveraging your 'Agilities" that can help boost your confidence, identify what you are good at and enjoy doing.	Registration form: <a href="https://forms.gle/8NdtWRiUSZv5YSxAA">https://forms.gle/8NdtWRiUSZv5YSxAA</a>
<b>In Search of Remote Work</b>	02/27/2025	10:00 AM - 12:00 PM	Andrea Kenney	Interested in finding a Remote Job? Explore the how to's of remote jobs.	Self-Register via MWE <a href="https://tinyurl.com/2cpd5zjw">https://tinyurl.com/2cpd5zjw</a> or <a href="https://docs.google.com/forms/d/1Jl40mDLTsnGmJV3S0Ves0JXjPqPgWy59E1hdAXCsvgPs/edit">https://docs.google.com/forms/d/1Jl40mDLTsnGmJV3S0Ves0JXjPqPgWy59E1hdAXCsvgPs/edit</a>
<b>LinkedIn for Job Seekers</b>	02/28/2025	10:00 AM - 11:00 AM	Karl Kohler	Learn how to use LinkedIn to connect to job opportunities	<a href="mailto:karl.kohler@maryland.gov">karl.kohler@maryland.gov</a>
<b>Stress Relief</b>	02/28/2025	10:00 AM - 12:00 PM	POAC Staff	Feeling overwhelmed? Join our interactive Stress Relief Workshop, where you'll learn practical techniques to manage stress, build resilience, and achieve a balanced mindset. Understand what stress is. Identify various stressors or triggers leading to stress. Recognize the effects of stress. Techniques/Tools to reduce or minimize how we react to the result of the stress.	<a href="mailto:POAC@dllr.state.md.us">POAC@dllr.state.md.us</a>
<b>Wired to Work 50's and Beyond</b>	02/28/2025	2:00 PM - 4:00 PM	Joan Washington	There is life after 50! Become skilled in how you can appear ageless in your job search & interviews	Self-Register via MWE <a href="https://tinyurl.com/2dmg3aln">https://tinyurl.com/2dmg3aln</a>

## "Virtual" Workshops: **Date & Time To Be Announced**

Title	Trainer	Description
<b>Bounce Back After Setbacks While Seeking Work</b>	Debra Cope	Join us for a "resiliency tune-up" and put a system in place to stay focused and get hired!
<b>Fast and Furious: One Hour Job Search, Résumé and Cover Letter Basics</b>	Tammy Goldeisen	In this virtual workshop, you will learn the basics from searching a job to preparing your résumé and cover letter. These resources will help you get started on your journey. Join us for a one hour quick and easy session.
<b>Online Job Search Essentials</b>	Joan Washington	Explore online job searches as well as keywords on job applications
<b>Work-Life Balance</b>	Joan Washington	Learn how to have a healthy balance between work and home. Creating lifestyle focus
<b>Employment: Using the Employer's Perspective</b>	Joan Washington	Find out what employers are looking for in an employee. Become a perfect fit for that next position!
<b>Transferable Skills for Career Changers</b>	Joan Washington	Discover how to identify hard and soft skills
<b>Utilizing Social Media in Your Job Search</b>	Joan Washington	Learn how to use social media to create your "brand" and internet safety tips
<b>It's not the end of the world, It's just the beginning: Coping with Job Loss</b>	Joan Washington	Are your skills out of date? Learn how to decide if you need to be upskilled
<b>Mastering Virtual Career Fairs</b>	Joan Washington	Learn how to stand out at virtual career fairs
<b>Interviewing Strategies: Navigating a Changing World</b>	Joan Washington	Gain knowledge on how to interview virtually and in person

## In-Person Workshops

Title	Date	Time	Location	Trainer	Description	Registration
<b>POAC 1<sup>st</sup> Monday</b>	2/03/2025	9:00 AM - 3:30 PM	Linthicum Heights	POAC Staff	Join the POAC staff as they present a combination of the POAC Jumpstart Orientation, Networking Session and Salary Negotiations Session.	<a href="mailto:POAC@dllr.state.md.us">POAC@dllr.state.md.us</a>
<b>Résumé &amp; Professional Interviewing Skills</b>	2/03/2025	9:00 AM - 12:00 PM	Waldorf	Jasmine McCain	Learn how to create a strong resume that highlights your relevant experience and is tailored to each position, while gaining effective interviewing skills to enable you to communicate your qualifications confidently. Together, they enhance your chances of making a positive impression and securing job opportunities!	<a href="mailto:jasminet.mccain@maryland.gov">jasminet.mccain@maryland.gov</a>
<b>Basic Computer Skills</b>	2/04/2025	Schedule appointment by email	Columbia	Denise Brown	“Don't let the computer hold you back.” This class is designed with you in mind focusing on your individual needs with our personalized one-on-one training using Microsoft Word. We're here to help you improve your skills and overcome any computer challenges you may face. Let's tackle this together.	<a href="https://calendar.app.google/joTFQvhvE5ieUn9LA">https://calendar.app.google/joTFQvhvE5ieUn9LA</a>
<b>Wired to Work - Mature Workers Unite</b>	2/04/2025	10:00 AM - 12:00 PM	Frederick	Tammy Goldeisen	Living life after 50, in this course you will become skilled in how you can appear ageless in your job search & interviews. You will learn how to highlight your skills & update your professional image. There are many benefits to seasoned workers, come & check out these strategies.	<a href="mailto:TGoldeisen@frederickcountymd.gov">TGoldeisen@frederickcountymd.gov</a>
<b>Boomers &amp; Beyond</b>	2/7/2025	10:00 AM - 12:00 PM	Waldorf	Janice Wortham	Manage how to recognize and respond to ageism and land your dream job in the new world of work!	<a href="mailto:janice.wortham@maryland.gov">janice.wortham@maryland.gov</a>
<b>Online Presence Linked In &amp; More</b>	2/10/2025	10:00 AM - 12:00 PM	Waldorf	Gayle Howe	Learn how to create a memorable LinkedIn profile and control your online and social media presence!	<a href="mailto:gayle.howe@maryland.gov">gayle.howe@maryland.gov</a>
<b>Changing Careers</b>	2/11/2025	1:00 PM - 3:00 PM	Waldorf	Janice Wortham	Navigating the steps to take & roadblocks to consider when Changing Careers!	<a href="mailto:janice.wortham@maryland.gov">janice.wortham@maryland.gov</a>

Title	Date	Time	Location	Trainer	Description	Registration
<b>Agilities©: Draw Your Future Workshop</b>	2/12/2025	9:00 AM - 11:00 AM	Salisbury	Hannah Schweikert	Please join us to learn about a framework that can help you boost your confidence and identify what you are good at and enjoy doing in the world of work.	<a href="mailto:hannah.schweikert@maryland.gov">hannah.schweikert@maryland.gov</a>
<b>Winning Resumes and Job Search Strategies</b>	2025	12:30 PM - 2:30 PM	Frederick	Tammy Goldeisen	In this workshop, you will set job search goals, learn details to make your resume stand out, and identify your essential skills. You will also learn the best job search websites to use and how verbiage from assessments will help you outshine your competition.	<a href="mailto:TGoldeisen@frederickcountymd.gov">TGoldeisen@frederickcountymd.gov</a>
<b>Customer Service Skills</b>	2/13/2025	10:00 AM - 12:00 PM	Waldorf	Carolyn Wagoner	Learn techniques on how to obtain, improve and provide excellent customer service skills on the job!	<a href="mailto:carolyn.wagoner@maryland.gov">carolyn.wagoner@maryland.gov</a>
<b>Navigating the Federal Application &amp; Résumé Process</b>	2/18/2025	9:00 AM - 1:30 PM	Linthicum Heights	POAC Staff	Navigating through Federal application, Federal Job Announcement analysis, Federal Résumé preparation tips.	<a href="mailto:POAC@dllr.state.md.us">POAC@dllr.state.md.us</a>
<b>Basic Computer Skills</b>	2/19/2025	Schedule an appointment by email	Columbia	Denise Brown	“Don't let the computer hold you back,” This class is designed with you in mind focusing on your individual needs with our personalized one-on-one training using Microsoft Word. We're here to help you improve your skills and overcome any computer challenges you may face. Let's tackle this together.	<a href="https://calendar.app.google/joTFQvhvE5ieUn9LA">https://calendar.app.google/joTFQvhvE5ieUn9LA</a>
<b>Federal Résumés and Applications</b>	2/20/2025	9:00 AM - 12:00 PM	Waldorf	Toi Bailey	Learn how to create a Federal Resume and effectively complete a Federal Application that lands you a job interview!	<a href="mailto:toi.bailey@maryland.gov">toi.bailey@maryland.gov</a>
<b>Interviewing Made Simple</b>	2/25/2025	10:00 AM - 12:00 PM	Frederick	Tammy Goldeisen	Great job, you secured the interview, now what? In this workshop you will learn about preparing for the interview, using your resume and cover letter to your advantage, the closure questions you will want to ask, and presenting your best self.	<a href="mailto:TGoldeisen@frederickcountymd.gov">TGoldeisen@frederickcountymd.gov</a>
<b>Agilities© with Draw Your Future Training</b>	2/26/2025	9:30 AM - 12:30 PM	Linthicum Heights	POAC Staff	Identify your strengths and improve your career opportunities.	<a href="mailto:POAC@dllr.state.md.us">POAC@dllr.state.md.us</a>

Title	Date	Time	Location	Trainer	Description	Registration
Navigating a Job Fair	2025	1:00 PM - 2:30 PM	Frederick	Tammy Goldeisen	Participants will learn job fair tips, strategies to use before, during, and after the job fair. This workshop will also include tips for interviews, résumé, and cover letters.	<a href="mailto:TGoldeisen@frederickcountymd.gov">TGoldeisen@frederickcountymd.gov</a>

## In-Person Workshops: **Date To Be Announced**

Title	Location	Time	Trainer	Description	Registration
Résumé Clinic (In Person ONLY) - No Virtual	Columbia	9:30 AM - 11:30 AM	Debra Cope	Get more interviews with a strategic resume. You'll edit your résumé in real time based on a job description.	<a href="mailto:debra.cope@maryland.gov">debra.cope@maryland.gov</a>
Navigating a Job Fair	Frederick	1:00 PM - 2:00 PM	Tammy Goldeisen	Participants will learn job fair tips, strategies to use before, during, and after the job fair. This workshop will also include tips for interviews, résumé, and cover letters.	<a href="mailto:TGoldeisen@frederickcountymd.gov">TGoldeisen@frederickcountymd.gov</a>
Bouncing Back After A Job Loss	Frederick	10:00 AM - 12:00 PM	Tammy Goldeisen	The participants will learn to process the job loss, understand the stages, and learn strategies to support their efforts to move past the loss and into their next steps.	<a href="mailto:TGoldeisen@frederickcountymd.gov">TGoldeisen@frederickcountymd.gov</a>
Agilities: Identifying Your Workforce Skills & Interests	Waldorf	10:00 AM - 12:00 PM	Gayle Howe	Please join us to learn about a framework that can help you boost your confidence and identify what you are good at and enjoy doing in the world of work.	<a href="mailto:gayle.howe@maryland.gov">gayle.howe@maryland.gov</a>
Agilities to Optimize Your Career	Columbia	9:30 AM - 11:30 AM	Debra Cope	Explore a framework to boost your confidence and identify your accomplishments. Speak to your strengths on your resume and when networking or interviewing.	<a href="mailto:debra.cope@maryland.gov">debra.cope@maryland.gov</a>
Create your Path From Job Loss to Job Search	Frederick	10:00 AM - 12:00 PM	Tammy Goldeisen	Transferable skills, learn career tips, and tips to cope with your job loss. You will also learn information to update your résumé and cover letter to continue on your job search journey with a positive mindset.	<a href="mailto:TGoldeisen@frederickcountymd.gov">TGoldeisen@frederickcountymd.gov</a>

Title	Location	Time	Trainer	Description	Registration
<b>LinkedIn Strategies</b>	Frederick	10:00 AM - 12:00 PM	Tammy Goldeisen	In this course you will learn how to build a strong profile, make connections to build your network, and learn the best practices for navigating LinkedIn. You will walk away with the tips to make your LinkedIn account stand out to employers.	<a href="mailto:TGoldeisen@frederickcountymd.gov">TGoldeisen@frederickcountymd.gov</a>
<b>Career Exploration</b>	Frederick	10:00 AM - 11:00 AM	Tammy Goldeisen	In this course you will learn how to build a strong profile, make connections to build your network, and learn the best practices for navigating LinkedIn. You will walk away with the tips to make your LinkedIn account stand out to employers.	<a href="mailto:TGoldeisen@frederickcountymd.gov">TGoldeisen@frederickcountymd.gov</a>
<b>Be Impressive! Update Your Resume and Cover Letter</b>	Frederick	10:00 AM - 12:00 PM	Tammy Goldeisen	Show your best self to employers by redesigning and refining your resume and cover letter. Learn how to create documents that truly showcase your talents and expertise. Come join us to create your personal work of art with your resume.	<a href="mailto:TGoldeisen@frederickcountymd.gov">TGoldeisen@frederickcountymd.gov</a>