

**All Workshops are FREE**

Check to see if you need to sign up for Workshop by either:

Stopping by the WorkForce Center front desk or calling us at 218.302.8400 or register online at [www.mn.gov/deed/duluthworkshops](http://www.mn.gov/deed/duluthworkshops)

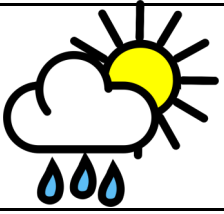


# Minnesota WorkForce Center—Duluth

DEED is an equal opportunity employer and service provider.

Upon request, workshop materials can be made available in alternate formats.

Please advise us if you require any accommodation to fully participate in any of our workshops, etc.

## Workshops—April 2017

Monday	Tuesday	Wednesday	Thursday	Friday
	<p><u>Using Computers in Job Search</u></p> <p>April 3 Organizing your Computer                      April 10 Free and Legal Software                      April 17 LinkedIn                      April 24 Online Applications</p>	 <p><b>NORTHLAND CAREER FAIR</b></p>	<p><b>Wednesday, April 12th</b>  <b>10:00am –3:00pm</b>  <b>DECC Pioneer Hall</b>                      be prepared - practice interviewing - bring your resume for review</p>	<p>For more Career Fair information and a complete list of registered employers go to:  <a href="http://mn.gov/deed/events/northland.jsp">mn.gov/deed/events/northland.jsp</a>                      research! research! research!</p>
<p>3                      8:30 WorkForce Center Orientation: Vocational Rehabilitation Services                      8:30-10:30 Using Computers in Job Search                      10:30 –11:30 Job Club                      1:00-3:00 Interviewing Techniques &amp; Skills                      1:30-3:00 Individual Assistance: Quick Job Search Help</p>	<p>4                      8:30 – 10:30 Beginning Computer - Session 1 of 8</p>	<p>5                      9:00-10:30 Career Fair Prep Workshop                      10:30-12:00 Individual Assistance: Quick Job Search Help                      1:00-2:30 Career Fair Prep Workshop for Veterans only                      3:30 WorkForce Center Orientation: Vocational Rehabilitation Services</p>	<p>6                      8:30 – 10:30 Beginning Computer - Session 2 of 8                      9:00-4:00 Creative Job Search</p>	<p>7</p>
<p>10                      8:30 WorkForce Center Orientation: Vocational Rehabilitation Services                      8:30-10:30 Using Computers in Job Search                      10:30 –11:30 Job Club                      1:00-3:00 Create Resumes that Work                      1:30-3:00 Individual Assistance: Quick Job Search Help</p> <p>3:00-4:30 Career Fair Prep Workshop</p>	<p>11                      8:30 – 10:30 Beginning Computer - Session 3 of 8                      11:00-12:00 Adult Basic Ed (Accuplacer and GED Prep/Math, Reading &amp; Writing Support)</p>	<p>12                      8th Annual Northland Career Fair at the DECC 10:00am-3:00pm                      10:30-12:00 Individual Assistance: Quick Job Search Help                      1:00-2:00 Communicating Effectively at Work                      2:00-3:15 Adult Basic Ed (Accuplacer and GED Prep/Math, Reading &amp; Writing Support)                      3:30 WorkForce Center Orientation: Vocational Rehabilitation Services</p>	<p>13                      8:30 – 10:30 Beginning Computer - Session 4 of 8</p>	
<p>17                      8:30 WorkForce Center Orientation: Vocational Rehabilitation Services                      8:30-10:30 Using Computers in Job Search                      10:30 –11:30 Job Club                      1:00-3:00 Interviewing Techniques &amp; Skills                      1:30-3:00 Individual Assistance: Quick Job Search Help</p>	<p>18                      8:30 – 10:30 Beginning Computer - Session 5 of 8                      11:00-12:00 Adult Basic Ed (Accuplacer and GED Prep/Math, Reading &amp; Writing Support)</p>	<p>19                      10:30-12:00 Individual Assistance: Quick Job Search Help                      1:00-2:00 Self-Knowledge in Work Settings                      2:00-3:15 Adult Basic Ed (Accuplacer and GED Prep/Math, Reading &amp; Writing Support)                      3:30 WorkForce Center Orientation: Vocational Rehabilitation Services</p>	<p>20                      8:30 – 10:30 Beginning Computer - Session 6 of 8                      9:00-4:00 Creative Job Search</p>	<p>21</p>
<p>24                      8:30 WorkForce Center Orientation: Vocational Rehabilitation Services                      8:30-10:30 Using Computers in Job Search                      10:30 –11:30 Job Club                      1:00-3:00 Create Resumes that Work                      1:30-3:00 Individual Assistance: Quick Job Search Help</p>	<p>25                      8:30 – 10:30 Beginning Computer - Session 7 of 8                      11:00-12:00 Adult Basic Ed (Accuplacer and GED Prep/Math, Reading &amp; Writing Support)                      2:00-4:00 How to Start a Business</p>	<p>26                      10:30-12:00 Individual Assistance: Quick Job Search Help                      1:00-2:00 Making a Good Impression                      2:00-3:15 Adult Basic Ed (Accuplacer and GED Prep/Math, Reading &amp; Writing Support)                      3:30 WorkForce Center Orientation: Vocational Rehabilitation Services</p>	<p>27                      8:30 – 10:30 Beginning Computer - Session 8 of 8</p>	