

All Workshops are **FREE**—three ways to register:

- * Stop by the WorkForce Center front desk
- * Call us at 218.302.8400
- * Register online www.mn.gov/deed/duluthworkshops



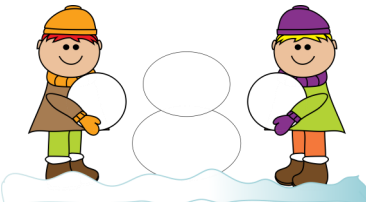


Minnesota WorkForce Center-Duluth

Upon request, the information in this document can be made available in alternative formats for people with disabilities by contacting us at 218-302-8400.

Individuals with disabilities requiring accommodation to attend any of these events should contact us at 218-302-8400.

Equal Opportunity Employer and Program Provider.

Workshops— December 2017

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|--|---|--|---|
| <p><u>Using Computers in Job Search</u></p> <p>December 4 Formatting Your Resume December 11 Free & Legal Software December 18 Windows 7 December 25 HOLIDAY—NO CLASS</p> |  | | | <p>1</p>  |
| <p>4 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 Skills 1:30-3:00 Individual Assistance: Job Search Coaching</p> | <p>5 8:30 – 10:30 Beginning Computer - Session 1 of 8 9:30-11:00 Adult Education (ABE) - Accuplacer and GED Prep/Math, Reading & Writing Support 11:00-12:00 Making a Good Impression at Work</p> | <p>6 ***10:00-12:00 HIRING EVENT*** Benedictine Living Communities 10:30-12:00 Individual Assistance: Job Search Coaching 12:45-3:00 Adult Education (ABE) Accuplacer and GED Prep/Math, Reading & Writing Support 3:30 WorkForce Center Orientation:</p> | <p>7 8:30 – 10:30 Beginning Computer - Session 2 of 8 9:00-4:00 Creative Job Search</p> | <p>8</p>  |
| <p>11 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 Resume Writing 1:30-3:00 Individual Assistance: Job Search Coaching</p> | <p>12 8:30 – 10:30 Beginning Computer - Session 3 of 8 9:30-11:00 Adult Education (ABE) - Accuplacer and GED Prep/Math, Reading & Writing Support 11:00-12:00 Problem Solving and Critical Thinking in Today's Work World</p> | <p>13 10:30-12:00 Individual Assistance: Job Search Coaching 12:45-3:00 Adult Education (ABE) Accuplacer and GED Prep/Math, Reading & Writing Support 3:30 WorkForce Center Orientation: Vocational Rehabilitation Services</p> | <p>14 8:30 – 10:30 Beginning Computer - Session 4 of 8</p> | <p>15</p>  |
| <p>18 9:00-1:30 New Leaf 8:30-10:30 Using Computers in Job Search 10:30 –11:30 Job Club 1:00-3:00 Interviewing Skills 1:30-3:00 Individual Assistance: Job Search Coaching</p> | <p>19 8:30 – 10:30 Beginning Computer - Session 5 of 8 9:30-11:00 Adult Education (ABE) - Accuplacer and GED Prep/Math, Reading & Writing Support 11:00-12:00 Saving for the Future 2:00-4:00 How to Start a Business</p> | <p>20 10:30-12:00 Individual Assistance: Job Search Coaching 10:00-11:30 Legal Aid on Housing 12:45-3:00 Adult Education (ABE) Accuplacer and GED Prep/Math, Reading & Writing Support 3:30 WorkForce Center Orientation: Vocational Rehabilitation Services</p> | <p>21 8:30 – 10:30 Beginning Computer - Session 6 of 8</p> | <p>22</p>  |
| <p>25 All Minnesota WorkForce Centers will be Closed Today</p> | <p>26 8:30 – 10:30 Beginning Computer - Session 7 of 8</p> | <p>27 10:30-12:00 Individual Assistance: Job Search Coaching 3:30 WorkForce Center Orientation: Vocational Rehabilitation Services</p> | <p>28 8:30 – 10:30 Beginning Computer - Session 8 of 8 9:00-4:00 Creative Job Search</p> | <p>29</p> |