

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

Workshops— December 2018

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.

Monday	Tuesday	Wednesday	Thursday	Friday
<p>3 8:30-10:30 Microsoft Word—Basic 8:30-12:30 Financial Literacy/Dollar Sense 9:30-10:30 VRS Group Orientation 10:30 –11:30 Job Club 1:00-3:00 Resume Writing 1:30-3:00 Individual Assistance: Job Search Coaching</p>	<p>4 8:30 – 10:30 Beginning Computer - Session 1 of 7</p>	<p>5 10:30-12:00 Individual Assistance: Job Search Coaching</p>	<p>6 8:30 – 10:30 Beginning Computer - Session 2 of 7 1:00-3:00 Youth Employment Training— Set up for Success: Employability Prep Class for Youth ages 16-24</p>	<p>7</p>
<p>10 8:30-10:30 Microsoft Word—Intermediate 8:30-12:30 Financial Literacy/Dollar Sense 9:30-10:30 VRS Group Orientation 10:30 –11:30 Job Club 1:00-3:00 Interviewing Skills 1:30-3:00 Individual Assistance: Job Search Coaching</p>	<p>11 8:30 – 10:30 Beginning Computer - Session 3 of 7 2:00-4:00 How to Start a Business</p>	<p>12 10:30-12:00 Individual Assistance: Job Search Coaching</p>	<p>13 8:30 – 10:30 Beginning Computer - Session 4 of 7 9:00-4:00 Creative Job Search 1:00-3:00 Youth Employment Training— Stop & Think: Handling Conflict in the Workplace for Youth ages 16-24</p>	<p>14</p>
<p>17 8:30-10:30 Microsoft Word—Mail Merge 9:00-1:30 New Leaf 9:30-10:30 VRS Group Orientation 10:30 –11:30 Job Club 1:00-3:00 Resume Writing 1:30-3:00 Individual Assistance: Job Search Coaching</p>	<p>18 8:30 – 10:30 Beginning Computer - Session 5 of 7</p>	<p>19 10:30-12:00 Individual Assistance: Job Search Coaching</p>	<p>20 8:30 – 10:30 Beginning Computer - Session 6 of 7 1:00-3:00 Youth Employment Training— Set up for Success: Employability Prep Class for Youth ages 16-24</p>	<p>21</p>
<p>24 8:30-10:30 LinkedIn for Job Search 9:30-10:30 VRS Group Orientation 10:30 –11:30 Job Club 1:00-3:00 Interviewing Skills 1:30-3:00 Individual Assistance: Job Search Coaching</p>	<p>All Minnesota WorkForce Centers will be closed for Christmas</p>	<p>26 10:30-12:00 Individual Assistance: Job Search Coaching</p>	<p>27 8:30 – 10:30 Beginning Computer - Session 7 of 7 9:00-4:00 Creative Job Search 1:00-3:00 Youth Employment Training— First Step Up: Introduction to Career Pathways for Youth ages 16-24</p>	<p>28</p>
<p>31 9:30-10:30 VRS Group Orientation 10:30 –11:30 Job Club 1:00-3:00 Resume Writing 1:30-3:00 Individual Assistance: Job Search Coaching</p>	<p>Jan1 All Minnesota WorkForce Centers will be closed for New Years Day</p>			