

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.

Workshops— February 2018

Equal Opportunity Employer and Program Provider.

Monday	Tuesday	Wednesday	Thursday	Friday
<p><u>Using Computers in Job Search</u> February 5 LinkedIn February 12 Free & Legal Software February 19 HOLIDAY—NO CLASS February 26 Windows 7</p>			<p>1 8:30 – 10:30 Beginning Computer - Session 1 of 8 1:00-3:00 Youth Employment Training— Set up for Success: Employability Prep Class for Youth ages 16-24</p>	<p>2</p>
<p>5 8:30 WorkForce Center Orientation: Vocational Rehabilitation Services 8:30-10:30 Using Computers in Job Search 10:30 –11:30 Job Club *** Special Guest Speaker Vinod Gupta Topic Success*** 1:00-3:00 Interviewing Skills 1:30-3:00 Individual Assistance:</p>	<p>6 8:30 – 10:30 Beginning Computer - Session 2 of 8 9:30-11:00 Adult Education (ABE) - Accuplacer and GED Prep/Math, Reading & Writing Support 11:00-12:00 Financial Literacy : Topic: Financial Institutions</p>	<p>7 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>8 8:30 – 10:30 Beginning Computer - Session 3 of 8 9:00-4:00 Creative Job Search 1:00-3:00 Youth Employment Training— Stop & Think: Handling Conflict in the Work- place for Youth ages 16-24</p>	<p>9</p>
<p>12 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>13 8:30 – 10:30 Beginning Computer - Session 4 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>14 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>15 8:30 – 10:30 Beginning Computer - Session 5 of 8 1:00-3:00 Youth Employment Training— Set up for Success: Employability Prep Class for Youth ages 16-24</p>	<p>16</p>
<p>19 All Minnesota WorkForce Centers will be Closed today for Presidents Day </p>	<p>20 8:30 – 10:30 Beginning Computer - Session 6 of 8 9:00-1:30 New Leaf</p>	<p>21 10:30-12:00 Individual Assistance: Job Search Coaching 3:30 WorkForce Center Orientation: Vocational Rehabilitation Services</p>	<p>22 8:30 – 10:30 Beginning Computer - Session 7 of 8 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>23</p>
<p>26 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>27 8:30 – 10:30 Beginning Computer - Session 8 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 2:00-4:00 How to Start a Business</p>	<p>28 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>		