

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— May 2017

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.

Monday	Tuesday	Wednesday	Thursday	Friday
<p>1 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 & Skills 1:30-3:00 Individual Assistance: Quick Job Search Help</p>	<p>2 8:30 – 10:30 Beginning Computer - Session 1 of 8 11:00-12:00 Adult Education (ABE) - Accuplacer and GED Prep/Math, Reading & Writing Support</p>	<p>3 10:30-12:00 Individual Assistance: Quick Job Search Help 1:00-2:00 Communicating Effectively at Work 2:00-3:15 Adult Education (ABE) Accuplacer and GED Prep/Math, Reading & Writing Support 3:30 WorkForce Center Orientation: Vocational Rehabilitation Services</p>	<p>4 8:30 – 10:30 Beginning Computer - Session 2 of 8 9:00-4:00 Creative Job Search</p>	
<p>8 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>9 8:30 – 10:30 Beginning Computer - Session 3 of 8 11:00-12:00 Adult Education (ABE) - Accuplacer and GED Prep/Math, Reading & Writing Support</p>	<p>10 10:30-12:00 Individual Assistance: Quick Job Search Help 1:00-2:00 Self Knowledge in Work Settings 2:00-3:15 Adult Education (ABE) Accuplacer and GED Prep/Math, Reading & Writing Support 3:30 WorkForce Center Orientation: Vocational Rehabilitation Services</p>	<p>11 8:30 – 10:30 Beginning Computer - Session 4 of 8</p>	<p>12</p>
<p>15 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 & Skills 1:30-3:00 Individual Assistance: Quick Job Search Help</p>	<p>16 8:30 – 10:30 Beginning Computer - Session 5 of 8 11:00-12:00 Adult Education (ABE) - Accuplacer and GED Prep/Math, Reading & Writing Support</p>	<p>17 10:30-12:00 Individual Assistance: Quick Job Search Help 10:00-11:30 Budgeting & Asset Protection 1:00-2:00 Making a Good Impression 2:00-3:15 Adult Education (ABE) Accuplacer and GED Prep/Math, Reading & Writing Support 3:30 WorkForce Center Orientation: Vocational Rehabilitation Services</p>	<p>18 8:30 – 10:30 Beginning Computer - Session 6 of 8 9:00-4:00 Creative Job Search</p>	
<p>22 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>23 8:30 – 10:30 Beginning Computer - Session 7 of 8 11:00-12:00 Adult Education (ABE) - Accuplacer and GED Prep/Math, Reading & Writing Support 2:00-4:00 How to Start a Business</p>	<p>24 10:30-12:00 Individual Assistance: Quick Job Search Help 1:00-2:00 Problem Solving and Critical Thinking in Today's Work World 2:00-3:15 Adult Education (ABE) Accuplacer and GED Prep/Math, Reading & Writing Support 3:30 WorkForce Center Orientation: Vocational Rehabilitation Services</p>	<p>25 8:30 – 10:30 Beginning Computer - Session 8 of 8</p>	<p>26</p>
<p>29 WorkForce Center closed for Memorial Day</p>	<p>30 11:00-12:00 Adult Education (ABE) - Accuplacer and GED Prep/Math, Reading & Writing Support</p>	<p>31 10:30-12:00 Individual Assistance: Quick Job Search Help 2:00-3:15 Adult Education (ABE) Accuplacer and GED Prep/Math, Reading & Writing Support 3:30 WorkForce Center Orientation: Vocational Rehabilitation Services</p>		<p><u>Using Computers in Job Search</u> May 1st Windows 7 May 8th Word 1 May 15th Word 2 May 22nd Word 3 May 29th HOLIDAY—NO CLASS</p>