

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— April 2018

Monday	Tuesday	Wednesday	Thursday	Friday
<p>2</p> <p>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>3</p> <p>8:30 – 10:30 Beginning Computer - Session 1 of 7</p> <p>4:00-6:00pm Part 1—Introduction to Microsoft Excel at the Duluth Public Library</p>	<p>4</p> <p>9:00-10:30 Job Fair Prep Workshop ★</p> <p>10:30-12:00 Individual Assistance: Job Search Coaching 3:30 WorkForce Center Orientation: Vocational Rehabilitation Services</p>	<p>5</p> <p>8:30 – 10:30 Beginning Computer - Session 2 of 7 9:00-4:00 Creative Job Search 1:00-3:00 Youth Employment Training— Set up for Success: Employability Prep Class for Youth ages 16-24 4:00-6:00 Part 2—Add “Excel” to Your Job Search at the Duluth Public Library</p>	<p>6</p>
<p>9</p> <p>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>10</p> <p>8:30 – 10:30 Beginning Computer - Session 3 of 7 9:30-11:00 Adult Education (ABE) - Accuplacer and GED Prep/Math, Reading & Writing Support 11:00-12:00 Budgeting to Create Savings</p> <p>2:00-3:30 Job Fair Prep Workshop ★</p>	<p>11</p> <p>10:00-11:00 Common Mistakes with Entering Higher Education</p> <p>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>12</p> <div style="border: 2px solid black; border-radius: 15px; padding: 10px; text-align: center;"> <p>10:00am-3:00pm 9th Annual Northland Job Fair at the DECC Pioneer Hall Free Parking</p> </div> <p>1:00-3:00 Youth Employment Training— Stop & Think: Handling Conflict in the Workplace for Youth ages 16-24</p>	<p>13</p>
<p>16</p> <p>8:30 WorkForce Center Orientation: Vocational Rehabilitation Services 8:30-10:30 Using Computers in Job Search 9:00-1:30 New Leaf 10:30 –11:30 Job Club 1:00-3:00 Resume Writing 1:30-3:00 Individual Assistance: Job Search Coaching</p>	<p>17</p> <p>8:30 – 10:30 Beginning Computer - Session 4 of 7 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>18</p> <p>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>19</p> <p>8:30 – 10:30 Beginning Computer - Session 5 of 7 1:00-3:00 Youth Employment Training— Set up for Success: Employability Prep Class for Youth ages 16-24</p>	<p>20</p>
<p>23</p> <p>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>24</p> <p>8:30 – 10:30 Beginning Computer - Session 6 of 7 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>25</p> <p>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>26</p> <p>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>27</p>
<p>30</p> <p>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 style="text-align: center;">9th Annual Northland Job Fair April 12th from 10:00am—3:00pm at the DECC/Pioneer Hall FREE PARKING!!! mn.gov/deed/events has all the details!</p> <div style="float: right; text-align: right;"> <p>Using Computers in Job Search April 2 Free and Legal Software April 9 LinkedIn April 16 Word 1 April 23 Word 2 April 30 Word 3</p> </div>	