

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— July 2018

Equal Opportunity Employer and Program Provider.

Monday	Tuesday	Wednesday	Thursday	Friday
<p>2</p> <p>8:30 WorkForce Center Orientation: Vocational Rehabilitation Services 8:30-10:30 Excel Basics 10:30–11:30 Job Club *** Special Guest— from Udac *** 11:30-12:30 HIRING EVENT—Udac 1:00-3:00 Interviewing Skills 1:30-3:00 Individual Assistance: Job Search Assistance</p>	<p>3</p> <p>9:30-12:00 Adult Education (ABE) - Accuplacer and GED Prep/Math, Reading & Writing Support</p>	<p>4</p> <p>All Minnesota WorkForce Centers will be closed for Independence Day</p>	<p>5</p> <p>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>6</p> 
<p>9</p> <p>8:30 WorkForce Center Orientation: Vocational Rehabilitation Services 8:30-10:30 Excel-Intermediate 10:30 –11:30 Job Club *** Special Guest - Essentia *** 1:00-3:00 Resume Writing 1:30-3:00 Individual Assistance: Job Search Assistance</p>	<p>10</p> <p>8:30 – 10:30 Beginning Computer - Session 2 of 8 9:30-12:00 Adult Education (ABE) - Accuplacer and GED Prep/Math, Reading & Writing Support</p>	<p>11</p> <p>10:00-11:00 Common Mistakes with Entering Higher Education 10:30-12:00 Individual Assistance: Job Search Assistance 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> <p>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 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 Excel Advanced Formulas and Functions 9:00-1:30 New Leaf 10:30 –11:30 Job Club *** Special Guest— Kelly Services*** 1:00-3:00 Interviewing Skills 1:30-3:00 Individual Assistance: Job Search Assistance</p>	<p>17</p> <p>8:30 – 10:30 Beginning Computer - Session 4 of 8 9:30-12:00 Adult Education (ABE) - Accuplacer and GED Prep/Math, Reading & Writing Support</p>	<p>18</p> <p>10:30-12:00 Individual Assistance: Job Search Assistance 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 8 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 LinkedIn for Job Search 10:30 –11:30 Job Club 1:00-3:00 Resume Writing 1:30-3:00 Individual Assistance: Job Search Assistance</p>	<p>24</p> <p>8:30 – 10:30 Beginning Computer - Session 6 of 8 9:30-12:00 Adult Education (ABE) - Accuplacer and GED Prep/Math, Reading & Writing Support 2:00-4:00 How to Start a Business</p>	<p>25</p> <p>10:30-12:00 Individual Assistance: Job Search Assistance 12:45-3:00 Adult Education (ABE) Accuplacer and GED Prep/Math, Reading & Writing Support</p> <p>Hire A Vet Job Fair 3:00-6:00pm</p> 	<p>26</p> <p>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>27</p>
<p>30</p> <p>8:30 WorkForce Center Orientation: Vocational Rehabilitation Services 10:30 –11:30 Job Club 1:00-3:00 Interviewing Skills 1:30-3:00 Individual Assistance: Job Search Assistance</p>	<p>31</p> <p>8:30 – 10:30 Beginning Computer - Session 8 of 8 9:30-12:00 Adult Education (ABE) - Accuplacer and GED Prep/Math, Reading & Writing Support</p>	