

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— March 2018

Equal Opportunity Employer and Program Provider.

Monday	Tuesday	Wednesday	Thursday	Friday
<p><u>Using Computers in Job Search</u> March 5 Formatting Your Resume March 12 Word 1 March 19 Word 2 March 26 Word 3</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 from Spherion Staffing Services** 11:30-1:30 HIRING EVENT— Spherion Staffing Services 1:00-3:00 Resume Writing 1:30-3:00 Individual Assistance: Job Search Coaching</p>	<p>6 8:30 – 10:30 Beginning Computer - Session 2 of 8 9:00-11:00 EMPLOYER OF THE DAY **** UnitedHealth Group*** 9:30-11:00 Adult Education (ABE) - Accuplacer and GED Prep/Math, Reading & Writing Support 11:00-12:00 Financial Literacy : Topic: Making Large Purchases</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 ** Special Guest Speaker from UnitedHealth Group*** 1:00-3:00 Interviewing Skills 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 Communicating Effectively 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 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>20 8:30 – 10:30 Beginning Computer - Session 6 of 8 9:30-11:00 Adult Education (ABE) - Accuplacer and GED Prep/Math, Reading & Writing Support 11:00-12:00 Self Knowledge in Work Settings</p>	<p>21 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>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 Financial Literacy: Topic Consumer Protection 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>	<p>29 30</p> <p style="text-align: center;">9th Annual Northland Job Fair Thursday, April 12th from 10am—3pm at the DECC Pioneer Hall—FREE PARKING! go to https://stage.wcm.mn.gov/deed/events/northland.jsp for more details</p>	