

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](http://www.mn.gov/deed/duluthworkshops)




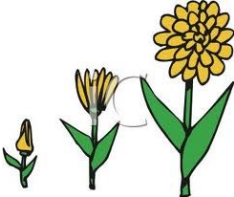
# Minnesota WorkForce Center-Duluth

## Workshops— May 2018

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.

Monday	Tuesday	Wednesday	Thursday	Friday
<p><b>Using Computers in Job Search</b></p> <p><b>May 7 Windows 7</b></p> <p><b>May 14 Formatting Your Resume</b></p> <p><b>May 21 Online Applications</b></p> <p><b>May 28 HOLIDAY— No class</b></p>	<p><b>1</b></p> <p>8:30 – 10:30 Beginning Computer - Session 1 of 8</p> <p>9:30-11:00 Adult Education (ABE) - Accuplacer and GED Prep/Math, Reading &amp; Writing Support</p> <p>11:00-12:00 Smart Consuming</p>	<p><b>2</b></p> <p>10:00-12:00 Hot to Start a Business</p> <p>10:30-12:00 Individual Assistance: Job Search Coaching</p> <p>3:30 WorkForce Center Orientation: Vocational Rehabilitation Services</p>	<p><b>3</b></p> <p>8:30 – 10:30 Beginning Computer - Session 2 of 8</p> <p>9:00-4:00 Creative Job Search</p> <p>1:00-3:00 Youth Employment Training— Set up for Success: Employability Prep Class for Youth ages 16-24</p>	<p><b>4</b></p> 
<p><b>7</b></p> <p>8:30 WorkForce Center Orientation: Vocational Rehabilitation Services</p> <p>8:30-10:30 Using Computers in Job Search</p> <p><b>10:30 –11:30 Job Club ** Special guest from DHS/MSOP**</b></p> <p>1:00-3:00 Interviewing Skills</p> <p>1:30-3:00 Individual Assistance:</p>	<p><b>8</b></p> <p>8:30 – 10:30 Beginning Computer - Session 3 of 8</p> <p>9:30-11:00 Adult Education (ABE) - Accuplacer and GED Prep/Math, Reading &amp; Writing Support</p> <p>11:00-12:00 Debt Reduction</p>	<p><b>9</b></p> <p>10:30-12:00 Individual Assistance: Job Search Coaching</p> <p>12:45-3:00 Adult Education (ABE) Accuplacer and GED Prep/Math, Reading &amp; Writing Support</p> <p><b>2:00-3:00 Common Mistakes with Entering Higher Education</b></p> <p>3:30 WorkForce Center Orientation: Vocational Rehabilitation Services</p>	<p><b>10</b></p> <p>8:30 – 10:30 Beginning Computer - Session 4 of 8</p> <p>1:00-3:00 Youth Employment Training— Stop &amp; Think: Handling Conflict in the Workplace for Youth ages 16-24</p>	<p><b>11</b></p> 
<p><b>14</b></p> <p>8:30 WorkForce Center Orientation: Vocational Rehabilitation Services</p> <p>8:30-10:30 Using Computers in Job Search</p> <p>10:30 –11:30 Job Club</p> <p>1:00-3:00 Resume Writing</p> <p>1:30-3:00 Individual Assistance: Job Search Coaching</p>	<p><b>15</b></p> <p>8:30 – 10:30 Beginning Computer - Session 5 of 8</p> <p>9:30-11:00 Adult Education (ABE) - Accuplacer and GED Prep/Math, Reading &amp; Writing Support</p> <p>11:00-12:00 Communicating Effectively at Work</p>	<p><b>16</b></p> <p>10:30-12:00 Individual Assistance: Job Search Coaching</p> <p>12:45-3:00 Adult Education (ABE) Accuplacer and GED Prep/Math, Reading &amp; Writing Support</p> <p>3:30 WorkForce Center Orientation: Vocational Rehabilitation Services</p>	<p><b>17</b></p> <p>9:00-4:00 Creative Job Search</p> <p>1:00-3:00 Youth Employment Training— Set up for Success: Employability Prep Class for Youth ages 16-24</p>	<p><b>28</b></p> 
<p><b>21</b></p> <p>8:30 WorkForce Center Orientation: Vocational Rehabilitation Services</p> <p>8:30-10:30 Using Computers in Job Search</p> <p>9:00-1:30 New Leaf</p> <p>10:30 –11:30 Job Club</p> <p>1:00-3:00 Interviewing Skills</p> <p>1:30-3:00 Individual Assistance: Job Search Coaching</p>	<p><b>22</b></p> <p>8:30 – 10:30 Beginning Computer - Session 6 of 8</p> <p>9:30-11:00 Adult Education (ABE) - Accuplacer and GED Prep/Math, Reading &amp; Writing Support</p> <p>11:00-12:00 Self Knowledge in Work Settings</p>	<p><b>23</b></p> <p>10:30-12:00 Individual Assistance: Job Search Coaching</p> <p>12:45-3:00 Adult Education (ABE) Accuplacer and GED Prep/Math, Reading &amp; Writing Support</p> <p>3:30 WorkForce Center Orientation: Vocational Rehabilitation Services</p>	<p><b>24</b></p> <p>8:30 – 10:30 Beginning Computer - Session 7 of 8</p> <p>1:00-3:00 Youth Employment Training— First Step Up: Introduction to Career Pathways for Youth ages 16-24</p>	<p><b>25</b></p> 
<p><b>28</b></p> <p><b>All Minnesota WorkForce Centers will be closed for Memorial Day</b></p>	<p><b>29</b></p> <p>9:30-11:00 Adult Education (ABE) - Accuplacer and GED Prep/Math, Reading &amp; Writing Support</p> <p>11:00-12:00 Asset Building</p> <p>2:00-4:00 How to Start a Business</p>	<p><b>30</b></p> <p>10:30-12:00 Individual Assistance: Job Search Coaching</p> <p>12:45-3:00 Adult Education (ABE) Accuplacer and GED Prep/Math, Reading &amp; Writing Support</p> <p>3:30 WorkForce Center Orientation: Vocational Rehabilitation Services</p>	<p><b>31</b></p> <p>8:30 – 10:30 Beginning Computer - Session 8 of 8</p> <p>9:00-4:00 Creative Job Search</p>	