

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— November 2017

Equal Opportunity Employer and Program Provider.

Monday	Tuesday	Wednesday	Thursday	Friday
<p><u>Using Computers in Job Search</u></p> <p>November 6 Word 1 November 13 Word 2 November 20 Word 3 November 27 LinkedIn</p>		<p>1 10:30-12:00 Individual 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>2 8:30 – 10:30 Beginning Computer - Session 1 of 8 9:00-4:00 Creative Job Search</p>	<p>3</p>
<p>6 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 from American Precision Avionics (APA) 1:00-3:00 Interviewing Skills 1:30-3:00 Individual Assistance</p>	<p>7 8:30 – 10:30 Beginning Computer - Session 2 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>8 10:30-12:00 Individual 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>9 8:30 – 10:30 Beginning Computer - Session 3 of 8</p>	<p>10  All WorkForce Centers closed for Veteran’s Day</p>
<p>13 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</p>	<p>14 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 Self Knowledge in Work Settings</p>	<p>15 10:30-12:00 Individual Assistance 10:00-11:30 Legal Aid on Public Benefits 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>16 8:30 – 10:30 Beginning Computer - Session 5 of 8 9:00-4:00 Creative Job Search</p>	<p>17</p>
<p>20 8:30 WorkForce Center Orientation: Vocational Rehabilitation Services 9:00-1:30 New Leaf 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</p>	<p>21 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 Building Good Credit</p>	<p>22 10:30-12:00 Individual 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>23 All WorkForce Centers closed for Thanksgiving</p> 	<p>24 All WorkForce Centers closed for Thanksgiving</p>
<p>27 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</p>	<p>28 8:30 – 10:30 Beginning Computer - Session 7 of 8 9:30-11:00 Adult Education (ABE) - Accuplacer and GED Prep/Math, Reading & Writing Support 11:00-12:00 Understanding Taxes 2:00-4:00 How to Start a Business</p>	<p>29 10:30-12:00 Individual 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>30 8:30 – 10:30 Beginning Computer - Session 8 of 8 9:00-4:00 Creative Job Search</p>	