

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— October 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>1</b> 8:30-10:30 Microsoft Word—Basic 10:30 –11:30 Job Club 1:00-3:00 Resume Writing 1:30-3:00 Individual Assistance: Job Search Assistance</p>	<p><b>2</b> 8:30 – 10:30 Beginning Computer - Session 1 of 8 9:30-12:00 Adult Education (ABE) - Accuplacer and GED Prep/Math, Reading &amp; Writing Support</p>	<p><b>3</b> 10:30-12:00 Individual Assistance: Job Search Assistance 12:45-3:00 Adult Education (ABE) Accuplacer and GED Prep/Math, Reading &amp; Writing Support</p>	<p><b>4</b> 8:30 – 10:30 Beginning Computer - Session 2 of 8 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</p>	<p><b>5</b></p>
<p><b>8</b> 8:30-10:30 Microsoft Word—Intermediate 10:30 –11:30 Job Club 1:00-3:00 Interviewing Skills 1:30-3:00 Individual Assistance: Job Search Assistance</p>	<p><b>9</b> 8:30 – 10:30 Beginning Computer - Session 3 of 8 9:30-12:00 Adult Education (ABE) - Accuplacer and GED Prep/Math, Reading &amp; Writing Support</p>	<p><b>10</b> 10:30-12:00 Individual Assistance: Job Search Assistance 12:45-3:00 Adult Education (ABE) Accuplacer and GED Prep/Math, Reading &amp; Writing Support</p>	<p><b>11</b> 8:30 – 10:30 Beginning Computer - Session 4 of 8</p>	<p><b>12</b></p>
<p><b>15</b> 8:30-10:30 Microsoft Word—Mail Merge 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 Assistance</p>	<p><b>16</b> 8:30 – 10:30 Beginning Computer - Session 5 of 8 9:30-12:00 Adult Education (ABE) - Accuplacer and GED Prep/Math, Reading &amp; Writing Support</p>	<p><b>17</b> 10:30-12:00 Individual Assistance: Job Search Assistance 12:45-3:00 Adult Education (ABE) Accuplacer and GED Prep/Math, Reading &amp; Writing Support</p>	<p><b>18</b> 8:30 – 10:30 Beginning Computer - Session 6 of 8 9:00-4:00 Creative Job Search  1:00-3:00 Youth Employment Training— Stop &amp; Think: Handling Conflict in the Workplace for Youth ages 16-24</p>	<p><b>19</b></p>
<p><b>22</b> 8:30-10:30 LinkedIn for Job Search 10:30 –11:30 Job Club 1:00-3:00 Interviewing Skills 1:30-3:00 Individual Assistance: Job Search Assistance</p>	<p><b>23</b> 8:30 – 10:30 Beginning Computer - Session 7 of 8 9:30-12:00 Adult Education (ABE) - Accuplacer and GED Prep/Math, Reading &amp; Writing Support</p>	<p><b>24</b> 10:30-12:00 Individual Assistance: Job Search Assistance 12:45-3:00 Adult Education (ABE) Accuplacer and GED Prep/Math, Reading &amp; Writing Support</p>	<p><b>25</b> 8:30 – 10:30 Beginning Computer - Session 8 of 8 1:00-3:00 Youth Employment Training— First Step Up: Introduction to Career Pathways for Youth ages 16-24</p>	<p><b>26</b></p>
<p><b>29</b> 10:30 –11:30 Job Club 1:00-3:00 Resume Writing 1:30-3:00 Individual Assistance: Job Search Assistance</p>	<p><b>30</b> 9:30-12:00 Adult Education (ABE) - Accuplacer and GED Prep/Math, Reading &amp; Writing Support  2:00-4:00 How to Start a Business</p>	<p><b>31</b> 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 &amp; Writing Support</p>		