


November Workshops

Grand Rapids | Hibbing | Virginia



A Proud Partner of America's Job Center Network.

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
<p>Useful Websites www.minnesotaworks.net http://us.jobs http://mn.gov/deed www.uimn.org</p>	<p>Creative Job Search Workshops Next month Grand Rapids December 6th Virginia – December 13th Hibbing – December 20th</p>	<ul style="list-style-type: none"> 10:00-12:00 Job Club – Virginia 1:00-3:00 Adult Education-ABE (reading, math, GED) Hibbing 3:00-4:30 ABE Basic Computers for Job Search, Hibbing 	<ul style="list-style-type: none"> 1:00-3:00 Adult Education-ABE (reading, math, GED) Hibbing 3:00-4:30 ABE Basic Computers for Job Search, Hibbing 	<ul style="list-style-type: none"> 9:00-11:00 Breakfast Job Club, Transit building, Grand Rapids
6	7	8	9	10
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13	14	15	16	17
<ul style="list-style-type: none"> 10:00-12:00 Financial Literacy Topic: Debt Reduction Virginia WFC 1:00-4:00 Adult Education-ABE (reading, math, GED) Hibbing 	<ul style="list-style-type: none"> 10:00-12:00 Financial Literacy Topic: Debt Reduction Hibbing WFC 1:00-4:00 Adult Education-ABE (Reading, math, GED) Hibbing 3:00-4:30 ABE Basic Computers for Job Search, Hibbing 	<ul style="list-style-type: none"> 9:00-4:00 Creative Job Search Hibbing 9:00-1:30 New Leaf Virginia 10:00-12:00 Job Club – Virginia 1:00-3:00 Adult Education-ABE (reading, Math, GED) Hibbing 3:00-4:30 ABE Basic Computers for Job Search, Hibbing 	<ul style="list-style-type: none"> 1:00-3:00 Adult Education-ABE (reading, math, GED) Hibbing 3:00-4:30 ABE Basic Computers for Job Search, Hibbing 	<ul style="list-style-type: none"> 9:00-11:00 Breakfast Job Club, Transit building, Grand Rapids
20	21	22	23	24
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27	28	29	30	
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Please register for email on jobs & events

888-438-5627 (888-GET-JOBS) (711 for MN Relay) or call direct:

<http://mn.gov/deed/grandrapids> 218-327-6760
<http://mn.gov/deed/hibbing> 218-231-8590
<http://mn.gov/deed/virginia> 218-735-3740

Workshop Descriptions

Free – no fees!

Creative Job Search	This workshop covers the basics of a successful job search. Topics include preparing for the job search, resume strategies, networking, practice interviews, and more.	Registration preferred
Breakfast Job Club	A job club for job seekers. Meet other job seekers, get advice, referrals, and more!!	Registration preferred
Adult Education- ABE	Brush up on the basics at this education class for adults! We'll cover reading, math, GED prep, basic computer skills. <i>Up to 30 hours - call 1-800-662-5711 for more locations.</i>	Registration preferred
 Financial Literacy Workshops	The WorkForce Centers of Northeast Minnesota are partnering with Adult Basic Education to provide a series of workshops to help citizens learn tips and tricks for better managing money. The series includes these topics: Building Good Credit Consumer Protection Understanding Taxes Saving for the Future Spending Plans Insurance Financial Institutions Making Large Purchases Budgeting to Create Savings Smart Consuming Debt Reduction Asset Building	Registration preferred
Basic Computers for Job Search	Learn to use computers to improve your job search! This class covers the basic parts of the computer, keyboard and mouse as well as basic computer functions (i.e., how to select and open programs) and the first ribbon in Microsoft Word 2010. <i>Up to 30 hours on internet, email, MS Word, Excel, PowerPoint - call 1-800-662-5711 for more locations.</i>	Registration preferred
Job Club	Each week we will discuss a different subject from job search – interviews to help you successfully navigated through the process of finding a job. Meet other job seekers and start networking.	Registration preferred
New Leaf	This workshop is for Former Offenders or anyone with a criminal background (including misdemeanors). We'll cover specific issues related to the job search process when you have a record. You will learn how to overcome barriers, avoid self –sabotage and the application trap, answer offense related interview questions and learn the tools to write an effective resume.	Registration preferred

Dislocated Worker If you are permanently laid off, please inquire about support for job search and training.

Veterans Services One-on-one assistance, appointments available in Grand Rapids, Hibbing, Virginia

Visit, email, or call: 1-888-GET-JOBS (1-888-438-5627) and enter the appropriate zip code or dial the number below; dial 711 for MN Relay.

GRAND RAPIDS	1215 SE 2 nd Ave, Itasca Resource Center, 55744	Phone 218-327-6760	FAX 218-327-4179	grandrapids.wfc@state.mn.us
HIBBING	3920 13 th Ave E, Hibbing Family Resource Ctr, 55746	Phone 218-231-8590	FAX 218-262-7316	hibbing.wfc@state.mn.us
VIRGINIA	820 N .9th St, Olcott Plaza Suite 250, 55792	Phone 218-735-3740	FAX 218-748-2280	virginia.wfc@state.mn.us
Online Services	http://mn.gov/deed/job-seekers http://www.aeo.org http://www.nemojt.org http://mn.gov/dhs/dhhs	Jobs, job fairs, HIRING events, training, wages, support for workers with disabilities including hearing and vision		



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