

# February 2019 Workshops

Gr. Rapids | Hibbing | Virginia



A Proud Partner of America's Job Center Network.

Monday	Tuesday	Wednesday	Thursday	Friday
<p><b>Adult Education (ABE) classes</b> For more details and information about classes at your WorkForce Center stop by the front desk or call 1-800-662-5711 or call an ABE Instructor directly: In Hibbing call Sean 218-750-3613 In Virginia call Melissa 218-750-2606 In Gr. Rapids call Mary 218-259-0285</p>				<p>1 8:00-10:00 Adult Education (ABE) <b>Gr. Rapids</b> 9:00-11:00 Breakfast Club, <b>Transit Building</b> in <b>Gr. Rapids</b> 9:00-3:30 Adult Education (ABE) <b>Virginia</b> 1:00-4:30 Adult Education (ABE) <b>Hibbing</b></p>
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<p>18 <b>All Minnesota WorkForce Centers will be closed for Presidents Day</b></p>	<p>19 8:00-4:00 Adult Education (ABE) <b>Gr. Rapids</b> 9:00-3:30 Adult Education (ABE) <b>Virginia</b> 1:00-4:30 Adult Education (ABE) <b>Hibbing</b></p>	<p>20 8:00-4:00 Adult Education (ABE) <b>Gr. Rapids</b> 9:00-4:00 Creative Job Search <b>Hibbing</b> 9:00-1:30 New Leaf <b>Hibbing</b> 9:00-3:30 Adult Education (ABE) <b>Virginia</b> 10:00-12:00 Job Club <b>Virginia</b> 10:00-12:00 Computers for the Workplace and College <b>Hibbing</b> 10:30-12:00 Rising Employment Hour <b>Gr. Rapids</b> 1:00-4:30 Adult Education (ABE) <b>Hibbing</b></p>	<p>21 8:00-4:00 Adult Education (ABE) <b>Gr. Rapids</b> 9:00-12:00 Adult Education—(ABE ) Basic English Skills (ESL) <b>Hibbing</b> 9:00-3:30 Adult Education (ABE) <b>Virginia</b> 1:00-4:30 Adult Education (ABE) <b>Hibbing</b></p>	<p>22 8:00-10:00 Adult Education (ABE) <b>Gr. Rapids</b> 9:00-11:00 Breakfast Club, <b>Transit Building</b> in <b>Gr. Rapids</b> 9:00-3:30 Adult Education (ABE) <b>Virginia</b> 1:00-4:30 Adult Education (ABE) <b>Hibbing</b></p>
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Please register for email on jobs & events

<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
Dollars & Sense	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
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
Adult Education—ABE 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
Looking for Employment with a Criminal Background?	This is an opportunity to be heard as well as learn...This is a one of a kind workshop conducted by a facilitator who has navigated through the employment system himself while having a criminal record. Come on down and talk about whatever you like! Learn how to speak about your past! Get connected with potential employers! Mock interviews/Resume Help/Job Search Techniques.	Registration preferred
Rising Employment Hour	This workshop is for any job seeker who is under employed, unemployed, seeking other work or who may have employment barriers. Get help with resume writing/critiques, mock interviews, online job applications/paper applications, researching employers, finding job leads, and many more tools to assist in finding a fulfilling career.	Registration preferred

Permanently LAID OFF? Inquire about DISLOCATED worker services! Permanently LAID OFF? Inquire about DISLOCATED worker services!  
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 Gr. Rapids, Hibbing, Virginia



### Visit, email, or call:

GRAND RAPIDS	1215 SE 2 <sup>nd</sup> Ave, Itasca Resource Center, 55744	Phone 218-327-6760	FAX 218-327-4179	<a href="mailto:grandrapids.wfc@state.mn.us">grandrapids.wfc@state.mn.us</a>
HIBBING	3920 13 <sup>th</sup> Ave E, Hibbing Family Resource Ctr, 55746	Phone 218-231-8590	FAX 218-262-7316	<a href="mailto:hibbing.wfc@state.mn.us">hibbing.wfc@state.mn.us</a>
VIRGINIA	820 N .9th St, Olcott Plaza Suite 250, 55792	Phone 218-735-3740	FAX 218-748-2280	<a href="mailto:virginia.wfc@state.mn.us">virginia.wfc@state.mn.us</a>
Online	<a href="http://mn.gov/deed/job-seekers">http://mn.gov/deed/job-seekers</a> <a href="http://www.aeo.org">http://www.aeo.org</a>	<a href="http://www.nemojt.org">http://www.nemojt.org</a>	<a href="http://mn.gov/dhs/dhhs">http://mn.gov/dhs/dhhs</a>	