

All Workshops are FREE

Check to see if you need to sign up for Workshop by either:

Stopping by the WorkForce Center front desk or calling us at 218.302.8400 or register online at www.mn.gov/deed/duluthworkshops

Minnesota WorkForce Center—Duluth

Workshops—March 2015

DEED is an equal opportunity employer and service provider.

Upon request, workshop materials can be made available in alternate formats.

Please advise us if you require any accommodation to fully participate in any of our workshops, etc.

Monday	Tuesday	Wednesday	Thursday	Friday
<p>2</p> <p>8:30 WorkForce Center Orientation: Vocational Rehabilitation</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 Interviewing Techniques & Skills</p> <p>1:30-3:00 Individual Assistance: Quick Job Search Help</p>	<p>3</p> <p>8:30 – 10:30 Beginning Computer - Session 1 (Lab)</p> <p>1:00 SOAR Career Solutions & Lake Superior College Information Session (see back)</p>	<p>4</p> <p>10:30-12:00 Individual Assistance: Quick Job Search Help</p> <p>3:30 WorkForce Center Orientation: Vocational Rehabilitation</p>	<p>5</p> <p>8:30 – 10:30 Beginning Computer - Session 2 (Lab)</p>	<p>6</p> <div style="border: 1px solid gray; padding: 10px; background-color: #f0f0f0;"> <p><i>Be sure to attend a Job Fair Prep Workshop! The big Job Fair is April 1st!</i></p> </div>
<p>9</p> <p>8:30 WorkForce Center Orientation: Vocational Rehabilitation</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 Create Resumes that Work</p> <p>1:30-3:00 Individual Assistance: Quick Job Search Help</p>	<p>10</p> <p>8:30 – 10:30 Beginning Computer - Session 3 (Lab)</p>	<p>11</p> <p>10:30-12:00 Individual Assistance: Quick Job Search Help</p> <p>3:30 WorkForce Center Orientation: Vocational Rehabilitation</p>	<p>12</p> <p>8:30 – 10:30 Beginning Computer - Session 4 (Lab)</p> <p>9:00-4:00 Creative Job Search</p>	<p>13</p> <p>9:00 –10:30 Make Minnesota Works, Work For You!</p>
<p>16</p> <p>8:30 WorkForce Center Orientation: Vocational Rehabilitation</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 Interviewing Techniques & Skills</p> <p>1:30-3:00 Individual Assistance: Quick Job Search Help</p>	<p>17</p> <p>8:30 – 10:30 Beginning Computer - Session 5 (Lab)</p> <p>12:00-4:00 New Leaf</p> 	<p>18</p> <p>10:30-12:00 Individual Assistance: Quick Job Search Help</p> <p>1:00-2:30 Job Fair Prep Workshop</p> <p>3:30 WorkForce Center Orientation: Vocational Rehabilitation</p>	<p>19</p> <p>8:30 – 10:30 Beginning Computer - Session 6 (Lab)</p>	<p>20</p>
<p>23</p> <p>8:30 WorkForce Center Orientation: Vocational Rehabilitation</p> <p>10:30 –11:30 Job Club</p> <p>1:30-3:00 Individual Assistance: Quick Job Search Help</p>	<p>24</p> <p>8:30 – 10:30 Beginning Computer - Session 7 (Lab)</p> <p>9:00-10:30 Job Fair Prep Workshop</p> <p>2:00-4:00 How to Start a Business</p>	<p>25</p> <p>10:30-12:00 Individual Assistance: Quick Job Search Help</p> <p>3:30 WorkForce Center Orientation: Vocational Rehabilitation</p>	<p>26</p> <p>8:30 – 10:30 Beginning Computer - Session 8 (Lab)</p> <p>9:00-4:00 Creative Job Search</p>	<p>27</p> <p>9:00 –10:30 Make Minnesota Works, Work For You!</p>
<p>30</p> <p>8:30 WorkForce Center Orientation: Vocational Rehabilitation</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 Create Resumes that Work</p> <p>1:30-3:00 Individual Assistance: Quick Job Search Help</p> <p>3:00-4:30 Job Fair Prep Workshop</p>	<p>31</p> <div style="border: 1px solid gray; padding: 10px; background-color: #f0f0f0;"> <p><i>The Northland Job Fair is tomorrow !</i></p> <p><i>Are you ready?</i></p> </div>	 <p>10:00 am to 3:00 pm at the DECC's Pioneer Hall</p>	<p><u>Using Computers in Job Search</u></p> <p>March 2 LinkedIn March 9 Free and Legal Software March 16 Formatting Your Resume March 23 NO CLASS March 30 Windows 7</p>	<p><u>National Career Readiness Certificate</u></p> <p>Interested in a certificate that shows your Math, Reading and Locating Information Skills? Call 218.302.8405 for information on the NCRC Certificate</p>