

**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](http://www.mn.gov/deed/duluthworkshops)

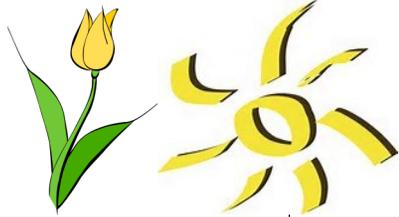
# Minnesota WorkForce Center—Duluth

## Workshops—May 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><b><u>National Career Readiness Certificate</u></b></p> <p>Interested in a certificate that shows your Math, Reading and Locating Information Skills? Call 218.218.302.8405 for information on the NCRC Certificate</p>	<p><b><u>Using Computers in Job Search</u></b></p> <p>May 4<sup>th</sup> Cloud Computing/Storage May 11<sup>th</sup> Formatting your Resume May 18<sup>th</sup> Free and Legal Software May 25 HOLIDAY—NO CLASS</p>			1
<p>4</p> <p>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 Interviewing Techniques &amp; Skills 1:30-3:00 Individual Assistance: Quick Job Search Help</p>	<p>5</p> <p>8:30 – 10:45 Beginning Computer - Session 1 (Lab)</p>	<p>6</p> <p>10:30-12:00 Individual Assistance: Quick Job Search Help 3:30 WorkForce Center Orientation: Vocational Rehabilitation Services</p>	<p>7</p> <p>8:30 – 10:45 Beginning Computer - Session 2 (Lab) 9:00-4:00 Creative Job Search</p>	<p>8</p> <p>9:00 –10:30 Make Minnesota Works, Work For You!</p>
<p>11</p> <p>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 Create Resumes that Work 1:30-3:00 Individual Assistance: Quick Job Search Help</p>	<p>12</p> <p>8:30 – 10:45 Beginning Computer - Session 3 (Lab) 12:00-4:00 New Leaf</p>	<p>13</p> <p>10:30-12:00 Individual Assistance: Quick Job Search Help 3:30 WorkForce Center Orientation: Vocational Rehabilitation Services</p>	<p>14</p> <p>8:30 – 10:45 Beginning Computer - Session 4 (Lab)</p>	<p>15</p> 
<p>18</p> <p>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 Interviewing Techniques &amp; Skills 1:30-3:00 Individual Assistance: Quick Job Search Help</p>	<p>19</p> <p>8:30 – 10:45 Beginning Computer - Session 5 (Lab)</p>	<p>20</p> <p>10:30-12:00 Individual Assistance: Quick Job Search Help 3:30 WorkForce Center Orientation: Vocational Rehabilitation Services</p>	<p>21</p> <p>8:30 – 10:45 Beginning Computer - Session 6 (Lab) 9:00-4:00 Creative Job Search</p>	<p>22</p> <p>9:00 –10:30 Make Minnesota Works, Work For You!</p>
<p>25</p> <p><b>WorkForce Center Closed for Memorial Day Holiday</b></p>	<p>26</p> <p>8:30 – 10:45 Beginning Computer - Session 7 (Lab) 2:00-4:00 How to Start a Business</p>	<p>27</p> <p>10:30-12:00 Individual Assistance: Quick Job Search Help 3:30 WorkForce Center Orientation: Vocational Rehabilitation Services</p>	<p>28</p> <p>8:30 – 10:45 Beginning Computer - Session 8 (Lab)</p>	<p>29</p> 