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 http://mn.gov/deed/duluthworkshops

Minnesota WorkForce Center—Duluth

Workshops—July 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
Using Computers in Job Search July 6th No class July 13th Word 1 July 20th Word 2 July 27th Word 3	**National Career Readiness Certificate** Interested in a certificate that shows your Math, Reading and Locating Information Skills? Call 218.218.302.8405 for information on the NCRC Certificate	1 10:30-12:00 Individual Assistance: Quick Job Search Help 3:30 WorkForce Center Orientation: Vocational Rehabilitation Services	2	3 **WorkForce Center closed for Independence Day**
6 8:30 WorkForce Center Orientation: Vocational Rehabilitation Services 10:30-11:30 Job Club 1:30-3:00 Individual Assistance: Quick Job Search Help	7 8:30-10:30 Beginning Computer - Session 1 of 8 (Lab)	8 10:30-12:00 Individual Assistance: Quick Job Search Help 3:30 WorkForce Center Orientation: Vocational Rehabilitation Services	9 8:30-10:30 Beginning Computer - Session 2 of 8 (Lab)	10
13 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	14 8:30-10:30 Beginning Computer - Session 3 of 8 (Lab)	15 10:30-12:00 Individual Assistance: Quick Job Search Help 3:30 WorkForce Center Orientation: Vocational Rehabilitation Services	16 8:30-10:30 Beginning Computer - Session 4 of 8 (Lab) 9:00-4:00 Creative Job Search	17 9:00 –10:30 Make Minnesota Works, Work For You!
20 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 & Skills 1:30-3:00 Individual Assistance: Quick Job Search Help	21 8:30-10:30 Beginning Computer - Session 5 of 8 (Lab) 12:00-4:00 New Leaf	22 10:30-12:00 Individual Assistance: Quick Job Search Help 3:30 WorkForce Center Orientation: Vocational Rehabilitation Services	23 8:30-10:30 Beginning Computer - Session 6 of 8 (Lab)	24
27 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	28 8:30-10:30 Beginning Computer - Session 7 of 8 (Lab) 2:00-4:00 How to Start a Business	29 10:30-12:00 Individual Assistance: Quick Job Search Help 3:30 WorkForce Center Orientation: Vocational Rehabilitation Services	30 8:30-10:30 Beginning Computer - Session 8 of 8 (Lab) 9:00-4:00 Creative Job Search	31 9:00 –10:30 Make Minnesota Works, Work For You!