



Minnesota WorkForce Center—Duluth Workshops

Minnesota WorkForce Center—
Duluth
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<p style="text-align: center;"><u>Creative Job Search</u></p> <p>This all-day workshop will give you the tools you need in order to get your next job! Form a strong and positive foundation for your job search by attending this workshop. Once you've identified your skills you will be ready to write an effective resume and you'll be able to sell yourself in an interview. Learn how and why networking is so important!</p> <p>Registration is required</p>	<p style="text-align: center;"><u>Job Club</u></p> <p>Maximize your job search efforts by learning how to set yourself apart from your competition. Opportunity to discuss your results, what might be holding up your job search success, and to set goals to help with motivation. Topics include how to tailor your resume, how to use social media for job search, who to network with and more!</p> <p>Registration is NOT required</p>	<p style="text-align: center;"><u>Individual Assistance: Quick Job Search Help</u></p> <p>These workshops operate on a first come first served basis, in which you will have 15 minutes with a Job Counselor to have your resume reviewed, practice interviewing, ask about services offered at the WorkForce Center, review www.Minnesotaworks.net or a variety of other topics.</p> <p>Registration is required, then sign in with front desk upon arrival.</p>	<p style="text-align: center;"><u>WorkForce Center Orientation— Vocational Rehabilitation Services</u></p> <p>This orientation is through the Minnesota Vocational Rehabilitation Services (VRS). VRS is a program for people with significant disabilities who want to get or keep a job. Registration is NOT required.</p> <hr/> <p style="text-align: center;"><u>Information / Hiring Events</u></p> <p>Come prepared to talk to an employer about job opportunities with their company. Bring your resume, dress appropriately and be ready to interview! Registration is NOT required.</p>
<p style="text-align: center;"><u>Create Resumes that Work</u></p> <p>This two hour workshop covers the basics of how to create a resume, which is an important marketing tool needed in job search. Topics include: writing objective statements, skills identification and work history, in addition to attaching and sending your resume electronically. If you currently have a resume, please bring it with you.</p> <p>Registration is required.</p>	<p style="text-align: center;"><u>Make MinnesotaWorks.net Work For You!</u></p> <p>Receive help navigating around www.MinnesotaWorks.net and how to make it work for you! Find out how best to look for jobs and to post a resume (s) on the State's best job posting site.</p> <p>It's suggested you bring your resume on a flash drive, but it is not required.</p> <p>Registration is required.</p>	<p style="text-align: center;"><u>Interviewing Techniques & Skills</u></p> <p>This two hour workshop covers the basics of how to be successful with the job interview – key to your next opportunity. Topics to be covered: responding to behavioral interview questions, first impressions, re-searching the company, asking good questions, plus practicing your responses.</p> <p>Bring your current resume.</p> <p>Registration is required.</p>	<p style="text-align: center;"><u>How to Start a Business</u></p> <p>The UMD Center for Economic Development (CED) staff can assist with answering questions about entrepreneurship. In other words, do you have what it takes to run your own business?</p> <p>Class starts promptly at 2:00 pm</p> <p>Registration is required</p>
<p style="text-align: center;"><u>Using Computers in Job Search</u></p> <p>We'll cover a variety of topics on a weekly, rotating basis. There will be hands-on practice opportunities and time for questions every session. Topics include Word 1, 2 and 3, LinkedIn, Formatting your Resume, Cloud Computing, Free and Legal Software.</p> <p>Registration is required</p>	<p style="text-align: center;"><u>Beginning Computer</u></p> <p>Hands-on training for people with little or NO computer skills. Learn basic computer fundamentals and how to navigate around the computer. This is a series of four classes starting at the beginning of each month with four labs to follow. The classes and labs should follow in sequence.</p> <p>Registration is required.</p>	<p style="text-align: center;"><u>National Career Readiness Certificate (NCRC)</u></p> <p>Stand out from the crowd with this certificate. Prove your Reading, Applied Mathematics and Locating Information abilities. The NCRC is the work-related skills credential. Pre-test and assessments are offered individually and computerized study program is available before actually taking the assessment.</p> <p>Call 218.302.8405 for information.</p>	<p style="text-align: center;"><u>New Leaf</u></p> <p>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.</p> <p>Registration is required.</p>