

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—October 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><u>National Career Readiness Certificate</u></p> <p>Interested in a certificate that shows your Math, Reading and Locating Information Skills? Call 218.218.302.8406 for information on the NCRC Certificate</p>	<p><u>Using Computers in Job Search</u></p> <p>10/5 Word III 10/12 LinkedIn 10/19 Free and Legal Software 10/26 Formatting Your Resume</p>		<p>1</p> 	<p>2</p>
<p>5</p> <p>8:30 WorkForce Center Orientation: Vocational Rehabilitation 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</p>	<p>6</p> <p>8:30 – 10:30 Beginning Computer - Session 1 (Lab) 10:00-1:00 LM Wind Hiring Event</p>	<p>7</p> <p>10:30-12:00 Individual Assistance: Quick Job Search Help 10:00-1:00 TBI Hiring Event 3:30 WorkForce Center Orientation: Vocational Rehabilitation</p>	<p>8</p> <p>8:30 – 10:30 Beginning Computer - Session 2 (Lab) 9:00-4:00 Creative Job Search</p>	<p>9</p> <p>9:00 –10:30 Make Minnesota Works, Work For You!</p>
<p>12</p> <p>8:30 WorkForce Center Orientation: Vocational Rehabilitation 8:30-10:30 Using Computers in Job Search 10:30 –11:30 Job Club 1:00-3:00 Creating a Resume that Works 1:30-3:00 Individual Assistance: Quick Job Search Help</p>	<p>13</p> <p>8:30 – 10:30 Beginning Computer - Session 3 (Lab)</p>	<p>14</p> <p>10:30-12:00 Individual Assistance: Quick Job Search Help 3:30 WorkForce Center Orientation: Vocational Rehabilitation</p>	<p>15</p> <p>8:30 – 10:30 Beginning Computer - Session 4 (Lab)</p>	<p>16</p> 
<p>19</p> <p>8:30 WorkForce Center Orientation: Vocational Rehabilitation 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</p>	<p>20</p> <p>8:30 – 10:30 Beginning Computer - Session 5 (Lab) 12:00-4:00 New Leaf rescheduled to 10/27</p>	<p>21</p> <p>10:30-12:00 Individual Assistance: Quick Job Search Help 3:30 WorkForce Center Orientation: Vocational Rehabilitation</p>	<p>22</p> <p>8:30 – 10:30 Beginning Computer - Session 6 (Lab) 9:00-4:00 Creative Job Search</p>	<p>23</p> <p>9:00 –10:30 Make Minnesota Works, Work For You!</p>
<p>26</p> <p>8:30 WorkForce Center Orientation: Vocational Rehabilitation 8:30-10:30 Using Computers in Job Search 10:30 –11:30 Job Club 1:00-3:00 Creating a Resume that Works 1:30-3:00 Individual Assistance: Quick Job Search Help</p>	<p>27</p> <p>8:30 – 10:30 Beginning Computer - Session 7 (Lab) 12:00-4:00 New Leaf—rescheduled from 10/20 2:00-4:00 How to Start a Business</p>	<p>28</p> <p>10:30-12:00 Individual Assistance: Quick Job Search Help 3:30 WorkForce Center Orientation: Vocational Rehabilitation</p>	<p>29</p> <p>8:30 – 10:30 Beginning Computer - Session 8 (Lab)</p>	<p>30</p> 