

**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)

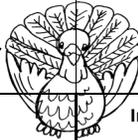
# Minnesota WorkForce Center—Duluth

## Workshops—November 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 &amp; Skills</p> <p>1:30-3:00 Individual Assistance: Quick Job Search Help</p>	<p>3</p> <p>8:30 – 10:45 Beginning Computer - Session 1 (Lab)</p> <p>The WorkForce Center is offering FREE ServSafe Classes!! This 30-hour class begins Monday, November 2<sup>nd</sup> Call 218.302.8400 or stop by the front desk to register</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 – 10:45 Beginning Computer - Session 2 (Lab)</p> <p>9:00-4:00 Creative Job Search</p>	<p>6</p> <p>9:00 –10:30 Make Minnesota Works, Work For You!</p>										
<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 – 10:45 Beginning Computer - Session 3 (Lab)</p>	<p>11</p> <p><b>WorkForce Center Closed for Veterans Day</b></p> 	<p>12</p> <p>8:30 – 10:45 Beginning Computer - Session 4 (Lab)</p>	<p>13</p> <p>8:30-11:30 New Leaf</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 &amp; Skills</p> <p>1:30-3:00 Individual Assistance: Quick Job Search Help</p>	<p>17</p> <p>8:30 – 10:45 Beginning Computer - Session 5 (Lab)</p> <p>2:00-4:00 How to Start a Business</p>	<p>18</p> <p>10:30-12:00 Individual Assistance: Quick Job Search Help</p> <p>3:30 WorkForce Center Orientation: Vocational Rehabilitation</p>	<p>19</p> <p>8:30 – 10:45 Beginning Computer - Session 6 (Lab)</p> <p>9:00-4:00 Creative Job Search</p>	<p>20</p> <p>9:00 –10:30 Make Minnesota Works, Work For You!</p>										
<p>23</p> <p>8:30 WorkForce Center Orientation: Vocational Rehabilitation</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>24</p> <p>8:30 – 11:00 Beginning Computer - Session 7 (Lab)</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><b>WorkForce Center Closed for Thanksgiving Holiday</b></p>	<p>27</p> <p><b>WorkForce Center Closed for Thanksgiving Holiday</b></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 Interviewing Techniques &amp; Skills</p> <p>1:30-3:00 Individual Assistance: Quick Job Search Help</p>		<p><b><u>National Career Readiness Certificate</u></b></p> <p>Interested in a certificate that shows your Math, Reading and Locating Information Skills?</p> <p>Call 218.302.8405 for information on the NCRC Certificate</p>	<p><b><u>Using Computers in Job Search</u></b></p> <table border="0"> <tr> <td>November 2</td> <td>Windows 7</td> </tr> <tr> <td>November 9</td> <td>Word 1</td> </tr> <tr> <td>November 16</td> <td>Word 2</td> </tr> <tr> <td>November 23</td> <td>Word 3</td> </tr> <tr> <td>November 30</td> <td>LinkedIn</td> </tr> </table>	November 2	Windows 7	November 9	Word 1	November 16	Word 2	November 23	Word 3	November 30	LinkedIn	<p>Interested in some FREE TRAINING?</p> 
November 2	Windows 7													
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