

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—September 2016

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>Using Computers in Job Search</u></p> <p>September 5 HOLIDAY September 12 Word 1 September 19 Word 2 September 26 Word 3</p>		1 	2
5 	6 8:30 – 10:30 Beginning Computer - Session 1 of 8	7 <u>9:00-3:00 Hiring Event—</u> **Bureau of Prisons** 10:30-12:00 Individual Assistance: Quick Job Search Help 3:30 WorkForce Center Orientation: Vocational Rehabilitation Services	8 8:30 – 10:30 Beginning Computer - Session 2 of 8 9:00-4:00 Creative Job Search	9 9:00 –10:30 Make Minnesota Works, Work For You!
12 8:30 WorkForce Center Orientation: Vocational Rehabilitation Services 8:30-10:30 Using Computers In Job Search 10:30 –11:30 Job Club **Special Guest from UnitedHealth Group*** 1:00-3:00 Interviewing Techniques & Skills 1:30-3:00 Individual Assistance: Quick Job Search Help	13 8:30 – 11:15 Beginning Computer - Session 1 of 6 1:00-4:00 New Leaf at Duluth Bethel 23 Mesaba Avenue <div style="border: 2px solid black; border-radius: 15px; padding: 10px; text-align: center;">Gear Up for Fall Career Fair at the WorkForce Center from 4pm—6pm</div>	14 10:30-12:00 Individual Assistance: Quick Job Search Help 3:30 WorkForce Center Orientation: Vocational Rehabilitation Services	15 8:30 – 11:15 Beginning Computer - Session 2 of 6	16 
19 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	20 8:30 – 11:15 Beginning Computer - Session 3 of 6	21 10:30-12:00 Individual Assistance: Quick Job Search Help 3:30 WorkForce Center Orientation: Vocational Rehabilitation Services	22 8:30 – 11:15 Beginning Computer - Session 4 of 6 9:00-4:00 Creative Job Search	23 9:00 –10:30 Make Minnesota Works, Work For You!
26 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	27 8:30 – 11:15 Beginning Computer - Session 5 of 6 2:00-4:00 How to Start a Business	28 10:30-12:00 Individual Assistance: Quick Job Search Help 3:30 WorkForce Center Orientation: Vocational Rehabilitation Services	29 8:30 – 11:15 Beginning Computer - Session 6 of 6	30 