

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— January 2017

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>WorkForce Center closed for Holiday</p> 	<p>3</p> <p>8:30 – 10:30 Beginning Computer - Session 1 of 8 (Lab)</p>	<p>4</p> <p>10:30-12:00 Individual Assistance: Quick Job Search Help</p> <p>1:00-2:00 Communicating Effectively at Work</p> <p>3:30 WorkForce Center Orientation: Vocational Rehabilitation Services</p>	<p>5</p> <p>8:30 – 10:30 Beginning Computer - Session 2 of 8 Lab)</p>	<p>6</p>
<p>9</p> <p>8:30 WorkForce Center Orientation: Vocational Rehabilitation Services</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 – 10:30 Beginning Computer - Session 3 of 8 (Lab)</p>	<p>11</p> <p>10:30-12:00 Individual Assistance: Quick Job Search Help</p> <p>1:00-2:-00 Self-Knowledge in Work Settings</p> <p>3:30 WorkForce Center Orientation: Vocational Rehabilitation Services</p>	<p>12</p> <p>8:30 – 10:30 Beginning Computer - Session 4 of 8 (Lab)</p> <p>9:00-4:00 Creative Job Search</p>	<p>13</p>
<p>16</p> <p>WorkForce Center closed for Holiday</p>  <p>Martin Luther King Jr. Day</p>	<p>17</p> <p>8:30 – 10:30 Beginning Computer - Session 5 of 8 (Lab)</p>	<p>18</p> <p>10:30-12:00 Individual Assistance: Quick Job Search Help</p> <p>1:00-2:00 Making Good Impression</p> <p>3:30 WorkForce Center Orientation: Vocational Rehabilitation Services</p>	<p>19</p> <p>8:30 – 10:30 Beginning Computer - Session 6 of 8 (Lab)</p>	<p>20</p>
<p>23</p> <p>8:30 WorkForce Center Orientation: Vocational Rehabilitation Services</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 & Skills</p> <p>1:30-3:00 Individual Assistance: Quick Job Search Help</p>	<p>24</p> <p>8:30 – 10:30 Beginning Computer - Session 7 of 8 (Lab)</p> <p>2:00-4:00 How to Start a Business</p>	<p>25</p> <p>10:30-12:00 Individual Assistance: Quick Job Search Help</p> <p>1:00-2:00 Problem Solving and Critical Thinking in Today's Work World</p> <p>3:30 WorkForce Center Orientation: Vocational Rehabilitation Services</p>	<p>26</p> <p>8:30 – 10:30 Beginning Computer - Session 8 of 8 (Lab)</p> <p>9:00-4:00 Creative Job Search</p>	<p>27</p>
<p>30</p> <p>8:30 WorkForce Center Orientation: Vocational Rehabilitation Services</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>31</p>		<p>Using Computers in Job Search</p> <p>January 2 HOLIDAY—No class</p> <p>January 9 Word 1</p> <p>January 16 HOLIDAY—No class</p> <p>January 23 Word 2</p> <p>January 30 Word 3</p>	