



Minnesota WorkForce Center—Duluth Workshops

Minnesota WorkForce Center—Duluth
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<p 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 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 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 Minnesotaworks.net or a variety of other topics.</p> <p>Registration is required, then sign in with front desk upon arrival</p>	<p 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.</p> <p>Registration is NOT required</p>
<p 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 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 eight classes starting at the beginning of each month. The classes should be taken in sequence.</p> <p>Registration is required</p>	<p 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, researching the company, asking good questions, plus practicing your responses. ***Bring your current resume. ***</p> <p>Registration is required</p>	<p 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 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 & Storage, Free & Legal Software, Windows 7 and Online Job Search.</p> <p>Registration is required</p>	<p><u>Communicating Effectively at Work</u>—This session focuses on the 4 types of communication (verbal, written, digital, and non-verbal) and how to communicate effectively in a work setting. During the session, participants will identify their communication strengths and compare them to common employer expectations.</p> <p><u>Self-Knowledge in Work Settings</u>—This session will help participants discover their learning styles and priorities, as well as identify skills that transfer to a variety of workplace settings. Understanding oneself is knowledge that can lead to success at work, as well as provide focus when considering a career path.</p> <p><u>Making a Good Impression</u>—This session will help participants put their best foot forward in both job search and employment. Participants will learn how to look and act their best, as well as consider their strengths and weaknesses in order to interview well and find a good match in the work world.</p> <p><u>Problem Solving and Critical Thinking in Today's Work World</u>—In this session, participants will learn how to deal with praise, criticism, and/or feedback at work. They will also analyze workplace ethical situations that require critical thinking.</p>	<p 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>	