

All Workshops are **FREE**—three ways to register:

- * Stop by the WorkForce Center front desk
- * Call us at 218.302.8400
- * Register online www.mn.gov/deed/duluthworkshops

Minnesota WorkForce Center-Duluth

Workshops— August 2018

Upon request, the information in this document can be made available in alternative formats for people with disabilities by contacting us at 218-302-8400.

Individuals with disabilities requiring accommodation to attend any of these events should contact us at 218-302-8400.

Equal Opportunity Employer and Program Provider.

Monday	Tuesday	Wednesday	Thursday	Friday
		<p>1 10:30-12:00 Individual Assistance: Job Search Coaching 3:30 WorkForce Center Orientation: Vocational Rehabilitation Services</p>	<p>2 1:00-3:00 Youth Employment Training— Set up for Success: Employability Prep Class for Youth ages 16-24</p>	<p>3</p>
<p>6 8:30 WorkForce Center Orientation: Vocational Rehabilitation Services 8:30-10:30 Microsoft Word—Basic 10:30 –11:30 Job Club *** Special Guest— St. Louis County Human Resources*** 1:00-3:00 Resume Writing 1:30-3:00 Individual Assistance: Job Search Coaching</p>	<p>7 8:30 – 10:30 Beginning Computer - Session 1 of 8</p>	<p>8 10:30-12:00 Individual Assistance: Job Search Coaching 3:30 WorkForce Center Orientation: Vocational Rehabilitation Services</p>	<p>9 8:30 – 10:30 Beginning Computer - Session 2 of 8 9:00-4:00 Creative Job Search 1:00-3:00 Youth Employment Training— Stop & Think: Handling Conflict in the Workplace for Youth ages 16-24</p>	<p>10</p>
<p>13 8:30-10:30 Microsoft Word—Intermediate 10:30 –11:30 Job Club *** Special Guest - Keystone Bluffs & Diamond Willow*** 1:00-3:00 Interviewing Skills 1:30-3:00 Individual Assistance: Job Search Coaching</p>	<p>14 8:30 – 10:30 Beginning Computer - Session 3 of 8 *** 9:00-10:30 Info session for Training Opportunities in Truck Driving, Medical Office and Machine Operation ***</p>	<p>15 10:30-12:00 Individual Assistance: Job Search Coaching</p>	<p>16 8:30 – 10:30 Beginning Computer - Session 4 of 8 1:00-3:00 Youth Employment Training— Set up for Success: Employability Prep Class for Youth ages 16-24</p>	<p>17</p>
<p>20 8:30-10:30 Microsoft Word—Mail Merge 9:00-1:30 New Leaf 10:30 –11:30 Job Club *** Special Guest - Spectrum*** 1:00-3:00 Resume Writing 1:30-3:00 Individual Assistance: Job Search Coaching</p>	<p>21 8:30 – 10:30 Beginning Computer - Session 5 of 8</p>	<p>22 10:00-11:00 Common Mistakes with Entering Higher Education 10:30-12:00 Individual Assistance: Job Search Coaching</p>	<p>23 8:30 – 10:30 Beginning Computer - Session 6 of 8 9:00-4:00 Creative Job Search 1:00-3:00 Youth Employment Training— First Step Up: Introduction to Career Pathways for Youth ages 16-24</p>	<p>24</p>
<p>27 8:30-10:30 LinkedIn for Job Search 10:30 –11:30 Job Club 1:00-3:00 Interviewing Skills 1:30-3:00 Individual Assistance: Job Search Coaching</p>	<p>28 8:30 – 10:30 Beginning Computer - Session 7 of 8 2:00-4:00 How to Start a Business</p>	<p>29 10:30-12:00 Individual Assistance: Job Search Coaching</p>	<p>30 8:30 – 10:30 Beginning Computer - Session 8 of 8</p>	<p>31</p>