

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

- \* Stop by the WorkForce Center front desk
- \* Call us at 218.302.8400
- \* Register online [www.careerforcemn.com/duluth](http://www.careerforcemn.com/duluth)

# Minnesota WorkForce Center-Duluth

## Workshops— February 2019

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
				1
<p><b>4</b></p> <p>8:30-10:30 Microsoft Word—Basic            9:30-10:30 VRS Group Orientation            10:30 –11:30 Job Club            1:00-3:00 Interviewing Skills            1:30-3:00 Individual Assistance:                              Job Search Assistance</p>	<p><b>5</b></p> <p>8:30 – 10:30 Beginning Computer -                              Session 1 of 8</p>	<p><b>6</b></p> <p>10:30-12:00 Individual Assistance:                              Job Search Assistance</p> <p><b>10:00-2:00 HCL HIRING EVENT</b></p>	<p><b>7</b></p> <p>8:30 – 10:30 Beginning Computer -                              Session 2 of 8</p> <p>1:00-3:00 Youth Employment Training—                              Set up for Success: Employability Prep                              Class for Youth ages 16-24</p>	<b>8</b>
<p><b>11</b></p> <p>8:30-10:30 Microsoft Word—Intermediate            9:30-10:30 VRS Group Orientation            9:00-1:30 New Leaf            10:30 –11:30 Job Club            1:00-3:00 Resume Writing            1:30-3:00 Individual Assistance:                              Job Search Assistance</p>	<p><b>12</b></p> <p>8:30 – 10:30 Beginning Computer -                              Session 3 of 8</p>	<p><b>13</b></p> <p>10:30-12:00 Individual Assistance:                              Job Search Assistance</p>	<p><b>14</b></p> <p>8:30 – 10:30 Beginning Computer -                              Session 4 of 8</p> <p>1:00-3:00 Youth Employment Training—                              Stop &amp; Think handling Conflict in the                              Workplace for Youth ages 16-24</p>	<b>15</b>
<p><b>18</b></p> <p style="text-align: center;"><b>All            Minnesota WorkForce            Centers will be closed for            Presidents Day</b></p>	<p><b>19</b></p> <p>8:30 – 10:30 Beginning Computer -                              Session 5 of 8</p>	<p><b>20</b></p> <p>10:30-12:00 Individual Assistance:                              Job Search Assistance</p> <p><b>10:00-2:00 HCL HIRING EVENT</b></p>	<p><b>21</b></p> <p>8:30 – 10:30 Beginning Computer -                              Session 6 of 8</p> <p>9:00-4:00 Creative Job Search</p> <p>1:00-3:00 Youth Employment Training—                              Set up for Success: Employability Prep                              Class for Youth ages 16-24</p>	<b>22</b>
<p><b>25</b></p> <p>8:30-10:30 Microsoft Word —Mail Merge            9:30-10:30 VRS Group Orientation            10:30 –11:30 Job Club            1:00-3:00 Interviewing Skills            1:30-3:00 Individual Assistance:                              Job Search Assistance</p>	<p><b>26</b></p> <p>8:30 – 10:30 Beginning Computer -                              Session 7 of 8</p> <p>2:00-4:00 How to Start a Business</p> <p><b>5:00-6:30 pm—Construction Career Night            at the DECC Paulucci Hall/Arena</b></p>	<p><b>27</b></p> <p>10:00-11:00 Common Mistakes with                              Entering Higher Education</p> <p>10:30-12:00 Individual Assistance:                              Job Search Assistance</p>	<p><b>28</b></p> <p>8:30 – 10:30 Beginning Computer -                              Session 8 of 8</p> <p>1:00-3:00 Youth Employment Training—                              First Step Up: Introduction to                              Career Pathways for Youth ages 16-24</p>	