

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](http://www.mn.gov/deed/duluthworkshops)



# Minnesota WorkForce Center-Duluth

## Workshops— November 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><b>1</b> 8:30 – 10:30 Beginning Computer - Session 1 of 8 1:00-3:00 Youth Employment Training— Set up for Success: Employability Prep Class for Youth ages 16-24</p>	<p><b>2</b></p>
<p><b>5</b> 8:30-10:30 Excel—Basics <b>10:30 –11:30 Job Club Special Guest from</b>  1:00-3:00 Interviewing Skills 1:30-3:00 Individual Assistance: Job Search Assistance</p>	<p><b>6</b> 8:30 – 10:30 Beginning Computer - Session 2 of 8  <b>10:00-1:00 HIRING EVENT</b> </p>	<p><b>7</b> 10:30-12:00 Individual Assistance: Job Search Assistance  <b>10:00-1:00 HIRING EVENT</b> </p>	<p><b>8</b> 9:00-4:00 Creative Job Search 1:00-3:00 Youth Employment Training— Stop &amp; Think: Handling Conflict in the Workplace for Youth ages 16-24</p>	<p><b>9</b></p>
<p><b>12</b>  <b>All Minnesota WorkForce Centers will be closed for Veterans Day</b></p>	<p><b>13</b> 8:30 – 10:30 Beginning Computer - Session 3 of 8</p>	<p><b>14</b> 10:30-12:00 Individual Assistance: Job Search Assistance</p>	<p><b>15</b> 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><b>16</b></p>
<p><b>19</b> 8:30-10:30 Excel— Intermediate 9:00-1:30 New Leaf <b>10:30 –11:30 Job Club Special Guest Andrea Chartier from CSS on LinkedIn</b> 1:00-3:00 Resume Writing 1:30-3:00 Individual Assistance: Job Search Assistance</p>	<p><b>20</b> 8:30 – 10:30 Beginning Computer - Session 5 of 8</p>	<p><b>21</b> 10:30-12:00 Individual Assistance: Job Search Assistance</p>	<p><b>22</b>  <b>All Minnesota WorkForce Centers will be closed for Thanksgiving</b></p>	<p><b>23</b>  <b>All Minnesota WorkForce Centers will be closed for Thanksgiving</b></p>
<p><b>26</b> 8:30-10:30 Excel—Advanced Formulas and Functions 10:30 –11:30 Job Club 1:00-3:00 Interviewing Skills 1:30-3:00 Individual Assistance: Job Search Assistance</p>	<p><b>27</b> 8:30 – 10:30 Beginning Computer - Session 6 of 8  2:00-4:00 How to Start a Business</p>	<p><b>28</b> 8:30 – 10:30 Beginning Computer - Session 7 of 8 10:00-11:00 Common Mistakes with Entering Higher Education 10:30-12:00 Individual Assistance: Job Search Assistance</p>	<p><b>29</b> 8:30 – 10:30 Beginning Computer - Session 8 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><b>30</b></p>