

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— January 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  All Minnesota WorkForce Centers will be closed for New Years Day	2 <b>10:00-2:00 HCL HIRING EVENT</b>  10:30-12:00 Individual Assistance: Job Search Assistance	3 1:00-3:00 Youth Employment Training— Set up for Success: Employability Prep Class for Youth ages 16-24	4
7 8:30-10:30 Excel—Basics 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	8 8:30 – 10:30 Beginning Computer - Session 1 of 8	9 10:30-12:00 Individual Assistance: Job Search Assistance	10 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	11
14 8:30-10:30 Excel—Intermediate 9:30-10:30 VRS Group Orientation 9:30-1:30 New Leaf 10:30 –11:30 Job Club 1:00-3:00 Resume Writing 1:30-3:00 Individual Assistance: Job Search Assistance	15 8:30 – 10:30 Beginning Computer - Session 3 of 8	16 <b>10:00-2:00 HCL HIRING EVENT</b>  10:30-12:00 Individual Assistance: Job Search Assistance	17 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	18
21  All Minnesota WorkForce Centers will be closed for Martin Luther King Jr Day	22 8:30 – 10:30 Beginning Computer - Session 5 of 8	23 10:30-12:00 Individual Assistance: Job Search Assistance	24 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	25
28 8:30-10:30 Excel—Advanced Formulas and Functions 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	29 8:30 – 10:30 Beginning Computer - Session 7 of 8  2:00-4:00 How to Start a Business	30 10:00-11:00 Common Mistakes with Entering Higher Education 10:30-12:00 Individual Assistance: Job Search Assistance	31 8:30 – 10:30 Beginning Computer - Session 8 of 8	30