

Monday		Tuesday		Wednesday		Thursday		Friday	
						9:30 a.m. - noon Computer Skills Training	1		2
10 - 11 a.m. Identify Career Pathways	5	9 - 11 a.m. Mock Interviews	6	9 a.m. - 12:15 p.m. Creative Job Search, Part 1	7	9 - 11 a.m. Resume Building	8		9
1:00 - 3:30 p.m. Employers of the Day - Atlas Staffing		9:30 a.m. - noon Computer Skills Training		1:30 - 4 p.m. Adult Basic Education		9:30 a.m. - noon Computer Skills Training			
1:30 - 4 p.m. Adult Basic Education		1:30 - 4 p.m. Adult Basic Education				9 a.m. - 12:15 p.m. Creative Job Search, Part 2			
1:00 - 3:30 p.m. Employers of the Day - First Student - Yaweh Laundry	12	9:30 a.m. - noon Computer Skills Training	13	9 - 11:30 a.m. Career Exploration	14	9:30 a.m. - noon Computer Skills Training	15		16
1:30 - 4 p.m. Adult Basic Education		10 a.m. - noon Women's Career Transition Group		1:30 - 4 p.m. Adult Basic Education					
	19	9 - 11 a.m. Mock Interviews	20	9 a.m. - 12:15 p.m. Creative Job Search, Part 1	21	9 - 11 a.m. Resume Building	22		23
President's Day Office Closed		9:30 a.m. - noon Computer Skills Training		1:30 - 4 p.m. Adult Basic Education		9 a.m. - 12:15 p.m. Creative Job Search, Part 2			
		1:30 - 4 p.m. Adult Basic Education				9:30 a.m. - noon Computer Skills Training			
1:00 - 3:30 p.m. Employers of the Day - MnDOT-DEED 35W/Lake Street Training Program	26	9:30 a.m. - noon Computer Skills Training	27	9 a.m. - noon StrengthsFinder	28				
1:30 - 4 p.m. Adult Basic Education		10 a.m. - noon Women's Career Transition Group		1:30 - 4 p.m. Adult Basic Education					
		1:30 - 4 p.m. Adult Basic Education							

Adult Basic Education

Weekly, Monday - Wednesday
1:30 - 4 p.m.

Want to improve your math, reading or other skills? Update your basic computer skills? Need to prep for a GED test or college entrance exam? Work with our adult education teacher to build success!

Career Exploration

Wednesday, Feb. 14, 9 - 11:30 a.m.

Undecided about your next career? Let us help you define a new path. Assessments and exercises will be used to identify interests, values, and personality characteristics. Participants will use outcomes to evaluate career choices.

Computer Skills Training

Tuesdays and Thursdays, 9:30 a.m. - noon

Build basic computer skills including internet navigation, email usage, Microsoft Office and more. Just drop by and learn!

Creative Job Search (Part 1 & Part 2)

Part 1 - Wednesday, Feb. 7, Part 2 - Thursday, Feb. 8
9 a.m. - 12:15 p.m.

Part 1 - Wednesday, Feb. 21, Part 2 - Thursday, Feb. 22
9 a.m. - 12:15 p.m.

This workshop covers the basics of a successful job search. Topics include preparing for a job search, resume strategies, networking, practice interviews and more.

Registration required.

Employers of the Day

Mondays, Feb. 5, 12, 26, 1 - 3:30 p.m.

This is your weekly opportunity to meet area employers in a relaxed networking environment. Bring your resume and your best first impression. (Atlas Staffing, First Student, Yaweh Laundry, MnDOT-DEED 35W/Lake Street Training Program, and more!)

Identify Career Pathways

Monday, Feb. 5, 10 - 11 a.m.

During this one hour workshop, you will learn how to directly align your strengths and interests to your employment goals. Come and join us in creating your individualized career pathway.

Registration required.

Mock Interviews

Tuesdays, Feb. 6, 20, 9 - 11 a.m.

Find out what to expect in a job interview. Practice answering tough questions and get personalized feedback on your performance. Come prepared, as if you were attending a real interview.

Registration required.

Resume Building

Thursdays, Feb. 8, 22, 9 - 11 a.m.

This workshop will help you create a resume that will best present your qualifications to prospective employers. This workshop discusses content and structure as well as cover and thank you letters.

Registration required.

StrengthsFinder

Wednesday, Feb. 28, 9 a.m. - noon

In this workshop you will take the Clifton StrengthsFinder assessment to discover your top five strengths. You will learn how to identify and leverage your dominant talents into strengths for education and career planning.

Registration required.

Women's Career Transition Group

Tuesdays, Feb. 13, 27, 10 a.m. - noon

Network with other women, create new contacts and develop solid support systems as you navigate your career transition and job search.