

Monday		Tuesday		Wednesday		Thursday		Friday	
Office Closed		<p><b>1</b></p> <p>9 — 11:30 a.m. Career Exploration</p> <p>9:30 a.m. — noon Computer Skills Training</p> <p>1:30 — 4 p.m. Adult Basic Education</p>	<p><b>2</b></p>	<p><b>3</b></p> <p>1:30 — 4 p.m. Adult Basic Education</p>	<p><b>4</b></p> <p>9:30 a.m. — noon Computer Skills Training</p>				
<p>9 — 10 a.m. Identify Career Pathways</p> <p>1:00 — 3:30 p.m. Employers of the Day - SMX Management Staffing - Atlas Staffing - Cintas</p> <p>1:30 — 4 p.m. Adult Basic Education</p>	<p><b>8</b></p>	<p>9 — 11 a.m. Mock Interviews</p> <p>9:30 a.m. — noon Computer Skills Training</p> <p>10 a.m. — noon Women's Career Transition Group</p> <p>1:30 — 4 p.m. Adult Basic Education</p>	<p><b>9</b></p>	<p>9 a.m. — 12:15 p.m. Creative Job Search, Part 1</p> <p>1 — 2:30 p.m. Playing the Hiring Game</p> <p>1:30 — 4 p.m. Adult Basic Education</p>	<p><b>10</b></p>	<p>9 — 11 a.m. Resume Building</p> <p>9 a.m. — 12:15 p.m. Creative Job Search, Part 2</p> <p>9:30 a.m. — noon Computer Skills Training</p>	<p><b>11</b></p>	<p><b>12</b></p>	
Office Closed		<p>9 a.m. — noon StrengthsFinder</p> <p>9:30 a.m. — noon Computer Skills Training</p> <p>1:30 — 4 p.m. Adult Basic Education</p>	<p><b>16</b></p>	<p>1:30 — 4 p.m. Adult Basic Education</p>	<p><b>17</b></p>	<p>9:30 a.m. — noon Computer Skills Training</p>	<p><b>18</b></p>	<p><b>19</b></p>	
<p>1:00 — 3:30 p.m. Employers of the Day - Saint Paul Public Schools - MnDOT-DEED 35W/Lake Street Training Program - Award Staffing - Doherty Staffing</p> <p>1:30 — 4 p.m. Adult Basic Education</p>	<p><b>22</b></p>	<p>9 — 11 a.m. Mock Interviews</p> <p>9:30 a.m. — noon Computer Skills Training</p> <p>10 a.m. — noon Women's Career Transition Group</p> <p>1:30 — 4 p.m. Adult Basic Education</p>	<p><b>23</b></p>	<p>9 a.m. — 12:15 p.m. Creative Job Search, Part 1</p> <p>1:30 — 4 p.m. Adult Basic Education</p>	<p><b>24</b></p>	<p>9 — 11 a.m. Resume Building</p> <p>9 a.m. — 12:15 p.m. Creative Job Search, Part 2</p> <p>9:30 a.m. — noon Computer Skills Training</p>	<p><b>25</b></p>	<p><b>26</b></p>	
<p>1 — 3:30 p.m. Employers of the Day - Integrity Living Options - Maplewood Care Center - Regions Hospital - Volt Staffing - HealthPartners</p> <p>1:30 — 4 p.m. Adult Basic Education</p>	<p><b>29</b></p>	<p>9:30 a.m. — noon Computer Skills Training</p> <p>1:30 — 4 p.m. Adult Basic Education</p>	<p><b>30</b></p>	<p>1:30 — 4 p.m. Adult Basic Education</p>	<p><b>31</b></p>	<p><b>Martin Luther King Jr. Day</b> January 15, 2018</p> 			

### 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

Tuesday Jan. 2, 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, Jan. 10, Part 2 - Thursday, Jan. 11  
9 a.m. — 12:15 p.m.  
Part 1 - Wednesday, Jan. 24, Part 2 - Thursday, Jan. 25  
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, Jan. 8, 22 and 29 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. (Saint Paul Public Schools, MnDOT-DEED 35W/Lake Street Training Program, Award Staffing, SMX Management Staffing, Integrity Living Options, Regions Hospital, Maplewood Care Center, Atlas Staffing, Cintas, Doherty Staffing, Volt, HealthPartners and more!)

### Identify Career Pathways

Monday, Jan. 8, 9 — 10 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, Jan. 9 and 23, 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

### Playing the Hiring Game

Wednesday, Jan. 10, 1 - 2:30 p.m.

The experience of going through the hiring process can make you feel like you are playing a game, and it's not always clear how to win. This workshop puts you in the recruiter's chair.

Register by calling the office at 651-266-9890.

### Resume Building

Thursdays, Jan. 11 and 25, 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

Tuesday, Jan. 16, 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, Jan. 9 and 23 10 a.m. — noon  
(2nd and 4th Tuesdays)

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