

Monday	Tuesday	Wednesday	Thursday	Friday
<p>9 a.m. - noon Computer Skills Training 2</p> <p>1 - 2:30 p.m. Improve Your Typing Skills</p> <p>1 - 3:30 p.m. Employers of the Day</p>	<p>9 - 10 a.m IT Job Club 3</p> <p>9 a.m. - noon Computer Skills Training</p>	<p>4</p> <p style="text-align: center;">Office Closed Independence Day</p>	<p>9 a.m. - noon Computer Skills Training 5</p>	<p>6</p>
<p>9 a.m. - noon Computer Skills Training 9</p> <p>1 - 3:30 p.m. Employers of the Day</p>	<p>9 - 10 a.m. IT Job Club 10</p> <p>9 a.m. - noon Computer Skills Training</p> <p>10 a.m. - noon Women's Career Transition Group</p>	<p>9 a.m. - noon Computer Skills Training 11</p> <p>1 - 2:30 p.m. Introduction to Google Apps</p>	<p>9 a.m. - noon Computer Skills Training 12</p> <p>2 - 4 p.m. Career Search Hubs</p>	<p>13</p>
<p>9 a.m. - noon Computer Skills Training 16</p> <p>1 - 3:30 p.m. Employers of the Day</p> <p>1 - 2:30 p.m. Creating Your LinkedIn Account</p>	<p>9 - 10 a.m. IT Job Club 17</p> <p>9 a.m. - noon Computer Skills Training</p> <p>1 - 3 p.m. Resume Building</p>	<p>9 a.m. - noon Computer Skills Training 18</p> <p>9 a.m. - 4 p.m. Financial Literacy</p> <p>1 - 2:30 p.m. Improve Your Typing Skills</p>	<p>9 a.m. - noon Computer Skills Training 19</p> <p>1 - 3 p.m. Mock Interviews</p>	<p>20</p>
<p>9 a.m. - noon Computer Skills Training 23</p> <p>1 - 2:30 p.m. Introduction to Google Apps</p> <p>1 - 3:30 p.m. Employers of the Day</p>	<p>9 - 10 a.m. IT Job Club 24</p> <p>9 - 11:30 a.m. Career Exploration</p> <p>9 a.m. - noon Computer Skills Training</p> <p>10 a.m. - noon Women's Career Transition Group</p> <p>1 - 3 p.m. Building EQ for Job Success</p>	<p>9 a.m. - noon Computer Skills Training 25</p> <p>9 a.m. - 12:15 p.m. Creative Job Search, Part 1</p> <p>1 - 2:30 p.m. Creating Your LinkedIn Account</p>	<p>9 a.m. - noon Computer Skills Training 26</p> <p>9 a.m. - 12:15 p.m. Creative Job Search, Part 2</p> <p>2 - 4 p.m. Career Search Hubs</p>	<p>27</p>
<p>9 a.m. - noon Computer Skills Training 30</p> <p>1 - 3:30 p.m. Employers of the Day</p> <p>1 - 2:30 p.m. Improve Your Typing Skills</p>	<p>9 - 10 a.m. IT Job Club 31</p> <p>9 a.m. - noon StrengthsFinder</p> <p>9 a.m. - noon Computer Skills Training</p>	<p style="text-align: center;">Don't forget our networking and job clubs</p> <p>The North St. Paul Affiliate WorkForce Center offers networking through organized job clubs where members meet regularly to discuss their job searches, share job leads, improve job-seeking skills and offer support and encouragement to one another. Just drop by and learn!</p> <ul style="list-style-type: none"> IT Job Club meets every Tuesday from 9 - 10 a.m. Women's Career Transition Group meets Tuesdays on July 10 & 24 from 10 a.m. - noon. 		

Building EQ for Job Success

Tuesday, July 24, 1 - 3 p.m.

There are technical skills that can get you in the door and there are skills that keep you in the job. Topics covered in this class of emotional quotient: working well with others, written/verbal communication, problem-solving, confidence, accepting feedback and creative thinking are just some of the topics that will be covered.

Registration required.

Career Exploration

Tuesday, July 24, 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.

Registration required.

Career Search Hubs

Thursdays, July 12, 26, 2 - 4 p.m.

In this activity you will work in groups, called hubs, to develop aspects of your career search in these strategic areas: career direction, networking, resumes, interviewing and targeting employers.

Registration required.

Computer Skills Training

Monday - Thursday, 9 a.m. - noon

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

Creating your LinkedIn Account

Monday, July 16, 1 - 2:30 p.m.

Wednesday, July 25, 1 - 2:30 p.m.

LinkedIn is all about professional networking-that is, building a group of contacts to help advance your career. Learn how to create your own LinkedIn account.

Registration required.

Creative Job Search (Part 1 & Part 2)

Part 1 - Wednesday, July 25, 9 a.m. - 12:15 p.m.

Part 2 - Thursday, July 26, 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.

Financial Literacy

Wednesday, July 18, 9 a.m. - 4 p.m.

This workshop will focus on teaching budgeting, credit management and debt reduction. The classes are free and all course materials are provided. Lunch provided.

Registration required

Improve Your Typing Skills

Monday, July 2, 30 1 - 2:30 p.m.

Wednesday, July 18, 1 - 2:30 p.m.

This class will introduce you to an online program that will help you learn how to type if you're just starting out, or improve your speed and accuracy if you already have basic typing skills.

Registration required.

Introduction to Google Apps

Wednesday, July 11, 1 - 2:30 p.m.

Monday, July 23, 1 - 2:30 p.m.

You can do a lot with a Google account. In this course you will learn how to create an account and be introduced to the many features that Google has to offer including Google Docs, Gmail, and Calendar.

Registration required.

Mock Interviews

Thursday, July 19, 1 - 3 p.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

Tuesday, July 17, 1 - 3 p.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, July 31, 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.