

Monday		Tuesday		Wednesday		Thursday		Friday	
					1		2		3
1 - 3:30 p.m. Employers of the Day • First Student	6	9 - 10 a.m. IT Job Club	7	9 - 10 a.m. Computer Skills Support	8	9 - 10 a.m. Computer Skills Support	9		10
		9 - 10 a.m. Computer Skills Support		10 - 11:30 a.m. Introduction to Google Apps		10 - 11:30 a.m. Creating Your LinkedIn Account			
		10 - 11:30 a.m. Improve Your Typing Skills				2 - 4 p.m. Career Search Hubs			
9 - 10 a.m. Computer Skills Support	13	9 - 10 a.m. IT Job Club	14	9 - 11:30 a.m. Career Exploration	15	9 a.m. - 12:15 p.m. Creative Job Search, Part 2	16		17
10 - 11:30 a.m. Navigating CareerOneStop		10 a.m. - noon Women's Career Transition Group		9 a.m. - 12:15 p.m. Creative Job Search, Part 1					
1 - 3:30 p.m. Employers of the Day • Health Access MN									
9 - 10 a.m. Computer Skills Support	20	9 - 10 a.m. IT Job Club	21	9 - 10 a.m. Computer Skills Support	22	9 - 10 a.m. Computer Skills Support	23		24
10 - 11:30 a.m. Improve Your Typing Skills		9 - 10 a.m. Computer Skills Support		10 - 11:30 a.m. Navigating CareerOneStop		10 - 11:30 a.m. Introduction to Google Apps			
1 - 3:30 p.m. Employers of the Day		10 - 11:30 a.m. Northstar Computer Skills		9 a.m. - noon StrengthsFinder		2 - 4 p.m. Career Search Hubs			
9 - 10 a.m. Computer Skills Support	27	9 - 10 a.m. IT Job Club	28	9 - 10 a.m. Computer Skills Support	29	9 - 10 a.m. Computer Skills Support	30		31
10 - 11:30 a.m. Creating Your LinkedIn Account		9 - 10 a.m. Computer Skills Support		10 - 11:30 a.m. Improve Your Typing Skills		10 - 11:30 a.m. Northstar Computer Skills			
1 - 3:30 p.m. Employers of the Day • Meridian Behavioral Health • MnDOT		10 a.m. - noon Women's Career Transition Group							
		1 - 3 p.m. Building EQ for Job Success							

Building EQ for Job Success

Tuesday, Aug. 28, 1 - 3 p.m.

There are technical skills that can get you in the door and then there are skills that KEEP you in the job. 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

Wednesday, Aug. 15, 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, Aug. 9, 23, 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.

Creating Your LinkedIn Account

Thursday, Aug. 9, 10 - 11:30 a.m.

Monday, Aug. 27, 10 - 11:30 a.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, Aug. 15, 9 a.m. - 12:15 p.m.

Part 2 - Thursday, Aug. 16, 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.

Computer Skills Support

Aug. 7, 8, 9, 13, 9 - 10 a.m.

Aug. 20, 21, 22, 23, 9 - 10 a.m.

Aug. 27, 28, 29, 30, 9 - 10 a.m.

Build basic computer skills including internet navigation, email usage, Microsoft Office and more.

Just drop by and learn!

Improve Your Typing Skills

Tuesday, Aug. 7, 10 - 11:30 a.m.

Monday, Aug. 20, 10 - 11:30 a.m.

Wednesday, Aug. 29, 10 - 11:30 a.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, Aug. 8, 10 - 11:30 a.m.

Thursday, Aug. 23, 10 - 11:30 a.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 offers including Google Docs, Gmail and Calendar.

Registration required.

Navigating CareerOneStop

Monday, Aug. 13, 10 - 11:30 a.m.

Wednesday, Aug. 22, 10 - 11:30 a.m.



CareerOneStop is the flagship career, training, and job search website for the U.S. Department of Labor. The website serves job seekers, businesses, students, and career advisors with a variety of free online tools, information and resources.

Registration required.

Northstar Computer Skills

Tuesday, Aug. 21, 10 - 11:30 a.m.

Thursday, Aug. 30, 10 - 11:30 a.m.

For new students! The Northstar Digital Literacy Project defines basic skills needed to perform tasks on computers and online. Learn how to engage in the Northstar program and how to earn digital literacy certificates.

Registration required.

StrengthsFinder

Wednesday, Aug. 22, 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.

Networking and Job Clubs

IT Job Club meets every Tuesday from 9 - 10 a.m.

Women's Career Transition Group meets on Tuesdays, Aug. 14 & 28 from 10 a.m. - noon. Just drop by and learn!