

Monday	Tuesday	Wednesday	Thursday	Friday	
<p>Free Networking and Job Clubs</p> <p>IT Job Club, North St. Paul meets every Tuesday from 9 - 10 a.m.</p> <p>Women's Career Transition Group, North St. Paul meets on the second and fourth Tuesday of the month from 10 a.m. - noon.</p>			<p>9 a.m. - noon Computer Skills Support 1</p> <p>1:30 - 3 p.m. Improve Your Typing Skills</p>	2	
<p>1 - 3:30 p.m. 5 Employers of the Day - Doherty Staffing - UPS</p>	<p>9 a.m. - noon 6 Computer Skills Support 9 - 11:30 a.m. LinkedIn for Job Search 1 - 2:30 p.m. Northstar Computer Skills</p>	<p>9 a.m. - noon 7 Computer Skills Support 10 - 11:30 a.m. Intro. to Google apps. 1:30 - 4 p.m. Interviewing Skills 1:30 - 3:30 p.m. Microsoft Office: Excel Basics</p>	<p>9 a.m. - noon 8 Computer Skills Support 1:30 - 3 p.m. Improve Your Typing Skills</p>	<p>9 a.m. - 1:30 p.m. 9 New Leaf</p>	
<p>Office Closed Veterans Day</p>		<p>9 a.m. - noon 13 Computer Skills Support 10 - 11:30 a.m. Navigating CareerOneStop 1:30 - 3:30 p.m. Microsoft Office: Word Basics</p>	<p>9 a.m. - noon 14 Computer Skills Support 1 - 2:30 p.m. Northstar Computer Skills</p>	<p>9 a.m. - noon 15 Computer Skills Support 1:30 - 3 p.m. Improve Your Typing Skills</p>	16
<p>1 - 3:30 p.m. 19 Employers of the Day - Healthcare Mini Job Fair and Social Services <i>(Job Fair Employers: MN DHS, Maplewood Care Center, Regions Hospital, Lutheran Social Services, Ramsey County 911)</i></p>	<p>9 a.m. - noon 20 Computer Skills Support 10 - 11:30 a.m. Intro. to Google apps. 1:30 - 3:30 p.m. Microsoft Office: Excel Basics</p>	<p>9 a.m. - noon 21 Computer Skills Support 9:30 a.m. - noon StrengthFinders 1 - 2:30 p.m. Northstar Computer Skills</p>	<p>Office Closed Thanksgiving</p>		23
<p>1 - 3:30 p.m. 26 Employers of the Day - Fed Ex Ground - New Perspectives Senior Living - Award Staffing - Resource MFG</p>	<p>9 a.m. - noon 27 Computer Skills Support 10 - 11:30 a.m. Creating Your LinkedIn Account 1:30 - 3:30 p.m. Microsoft Office: Word Basics</p>	<p>9 a.m. - noon 28 Computer Skills Support 9:30 a.m. - noon Career Exploration 9 a.m. - 12:15 p.m. Creative Job Search - Part #1 1 - 2:30 p.m. Northstar Computer Skills</p>	<p>9 a.m. - noon 29 Computer Skills Support 9 a.m. - 12:15 p.m. Creative Job Search - Part #2 1:30 - 3 p.m. Improve Your Typing Skills</p>	30	

Career Exploration

[Wednesday, Nov. 28, 9:30 a.m. - noon](#)

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.*

Computer Skills Support

[Tuesday - Thursday, 9 a.m. - noon](#)

Build basic computer skills including internet navigation, email usage, Microsoft Office, NorthStar Digital Literacy Certifications and more. Just drop by and learn.

Creative Job Search (Part 1 & Part 2)

[Part 1 - Wednesday, Nov. 28, 9 a.m. - 12:15 p.m.](#)

[Part 2 - Thursday, Nov. 29, 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.*

Creating Your LinkedIn Account

[Tuesday, Nov. 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.*

Improve Your Typing Skills

[Thursday, Nov. 1, 1:30 - 3 p.m.](#)

[Thursday, Nov. 8, 1:30 - 3 p.m.](#)

[Thursday, Nov. 15, 1:30 - 3 p.m.](#)

[Thursday, Nov. 29, 1:30 - 3 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.*

Interviewing Skills

[Wednesday, Nov. 7, 1:30 - 4 p.m.](#)

Find out what to expect in a job interview. Learn about tough questions and how to get feedback on your performance. Come prepared, as if you were attending a real interview. *Registration required.*

Introduction to Google Apps

[Wednesday, Nov. 7, 10 - 11:30 a.m.](#)

[Tuesday, Nov. 20, 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.*

LinkedIn for Job Search

[Tuesday, Nov. 6, 9 - 11:30 a.m.](#)

Use LinkedIn as a networking tool and enhance your job search! In this workshop, we demonstrate how to access the hidden job market, research employers and jobs, make the right connections, and more. Taught by Job Service *Registration required*

Microsoft Office: Word Basics

[Tuesday, Nov. 13, 1:30 - 3:30 p.m.](#)

[Tuesday, Nov. 27, 1:30 - 3:30 p.m.](#)

Learn how to use Microsoft Word. Discover how to enter, delete and highlight text, select fonts, copy and paste text, format documents, insert bullet points, and attach a document to email. *Registration required*

Microsoft Office: Excel Basics

[Wednesday, Nov. 7, 1:30 - 3:30 p.m.](#)

[Tuesday, Nov. 20, 1:30 - 3:30 p.m.](#)

Learn the basic features of Microsoft Excel spreadsheets: entering, editing, formatting data, using basic formulas, sorting and filtering. *Registration required*

New Leaf

[Friday, Nov. 9, 9 a.m. - 1:30 p.m.](#)

This workshop is designed specifically for job seekers who must address a criminal record in their job search process and are having a difficult time obtaining employment due to their barriers and/or records. *Registration required.*

Northstar Computer Skills

[Tuesday, Nov. 6, 1 - 2:30 p.m.](#)

[Wednesday, Nov. 14, 1 - 2:30 p.m.](#)

[Wednesday, Nov. 21, 1 - 2:30 p.m.](#)

[Wednesday, Nov. 28, 1 - 2:30 p.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.*

Navigating CareerOneStop

[Tuesday, Nov. 13, 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 advisers with a variety of free online tools, information and resources. *Registration required.*

StrengthsFinder

[Wednesday, Nov. 21, 9:30 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.*

Register: mn.gov/deed/nspworkshops