

Monday	Tuesday	Wednesday	Thursday	Friday
	1 Closed News Years Day	2 9 a.m. - noon Microsoft Excel: Basics 1 - 2:30 p.m. Northstar Computer Skills 1 - 2:30 p.m. Improve Your Typing Skills	3 10 a.m. - noon Microsoft Word: Basics	4 9 - 11:30 a.m. Interviewing Skills
7 1 - 3:30 p.m. Employers of the Day - Doherty Staffing - ResourceMFG - UPS	8 10 a.m. - noon Women's Career Transition Group 9 a.m. - noon Microsoft PowerPoint: Basics	9 9 a.m. - noon Microsoft Excel: Intermediate 1 - 3 p.m. Microsoft Word - Basics	10 9 a.m. - noon Microsoft Word: Intermediate	11 9 - 11:30 a.m. LinkedIn for Job Search
14 1 - 3:30 p.m. Employers of the Day - SMX Staffing - USIC 9 a.m. - noon Microsoft Excel: Basics 10 a.m. - 1 p.m. Career Exploration	15 9 a.m. - noon Microsoft PowerPoint: Intermediate 1 - 2:30 p.m. Creating Your LinkedIn Account	16 9 a.m. - noon Microsoft Word: Intermediate 1 - 2:30 p.m. Improve Your Typing Skills	17 1 - 2:30 p.m. Northstar Computer Skills	18
21 Closed Martin Luther King Day	22 10 a.m. - noon Microsoft Word: Basics 10 a.m. - noon Women's Career Transition Group 1 - 2:30 p.m. Navigating CareerOneStop	23 9 a.m. - noon Microsoft Excel: Advanced 9 a.m. - 12:15 p.m. Creative Job Search Part 1 1 - 2:30 p.m. Improve Your Typing Skills	24 9 a.m. - noon Microsoft Word: Advanced 9 a.m. - 12:15 p.m. Creative Job Search Part 2 1 - 2:30 p.m. Intro. to Google Apps	25 9 - 11:30 a.m. Resume Advanced
28 1 - 3:30 p.m. Employers of the Day 9 a.m. - noon Microsoft PowerPoint: Basics 10 a.m. - 1 p.m. StrengthsFinders	29 9 a.m. - noon Microsoft PowerPoint: Advanced 1 - 2:30 p.m. Creating Your LinkedIn Account	30 1 - 2:30 p.m. Improve Your Typing Skills 9 a.m. - noon Microsoft Excel: Basics	31 1 - 2:30 p.m. Northstar Computer Skills	

Attention: Important registration changes.

Workshop registration with DEED has changed. You will now need a Minnesotaworks.net account to access workshops. If you have an existing online account, visit MinnesotaWorks.net, from there simply log in. To setup a free account, visit Minnesotaworks.net.

Career Exploration

Monday, Jan. 14, 10 a.m. - 1 p.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.*

Creating Your LinkedIn Account

Tuesdays, Jan. 15, 29, 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, Jan. 23, 9 a.m. - 12:15 p.m.

Part 2 - Thursday, Jan. 24, 9 a.m. - 12:15 p.m.

Two-half day creative job search workshops will cover the foundation of a successful job search. Topics include preparing for a job search, resume strategies, networking, practice interviews and more.

Registration required.

Improve Your Typing Skills

Tuesdays, Jan. 2, 16, 23, 30, 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.

Interviewing Skills

Friday, Jan. 4, 9 - 11:30 a.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

Tuesday, Jan. 24, 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 offers including Google Docs, Gmail and Calendar.

Registration required.

LinkedIn for Job Search

Friday, Jan. 11, 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.

Navigating CareerOneStop

Tuesday, Jan. 22, 1 - 2:30 p.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.

Northstar Computer Skills

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

Thursdays, Jan. 17, 31, 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.

Resume - Advanced

Friday, Jan. 25, 9 - 11:30 a.m.

Advanced strategies for writing and creating resumes. Learn best practices to get the most from your resume. Taught by Job Service.

Registration required.

StrengthsFinder

Monday, Jan. 28, 10 a.m. - 1 p.m.

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.

Just drop by and learn.

COMPUTER LAB SUPPORT

Tuesday - Thursday, 9 a.m. - noon

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

MICROSOFT OFFICE SKILLS TRAINING

GET MICROSOFT CERTIFIED! Build your Microsoft Word, PowerPoint and Excel skills to the advance level.

Check the January calendar for workshop dates and times!