

Monday	Tuesday	Wednesday	Thursday	Friday
				9 - 11:30 a.m. 1 Interviewing Skills 1 - 2 p.m. Taking Leadership in Your Job Search
10 a.m. - 12:30 p.m. 4 Career Exploration 1 - 3:30 p.m. Hiring Event - Doherty Staffing - First Student Bus Transportation - UPS - US Census Bureau - Health Access	9:30 a.m. - noon 5 Computer Lab Support 10 a.m. - noon Microsoft Word - Basics	9 a.m. - noon 6 Microsoft Excel: Intermediate 9:30 a.m. - noon Computer Lab Support 1 - 2:30 p.m. Creating Your LinkedIn Account	9:30 a.m. - noon 7 Computer Lab Support 9 a.m. - noon Microsoft PowerPoint: Basic	1 - 2 p.m. 8 Taking Leadership in Your Job Search
1 - 3:30 p.m. 11 Hiring Event - Dungarvin	9 a.m. - noon 12 Microsoft PowerPoint: Intermediate 9:30 a.m. - noon Computer Lab Support 10 a.m. - noon Women's Career Transition Group	9 a.m. - noon 13 Microsoft Excel: Basics 9:30 a.m. - noon Computer Lab Support 1 - 2:30 p.m. Intro. to Google Apps	9:30 a.m. - noon 14 Computer Lab Support 10 a.m. - noon Microsoft Word: Intermediate	9 - 11:30 a.m. 15 LinkedIn for Job Search
1 - 3:30 p.m. 18 Hiring Event - MN. Dept. of Revenue - Goodwill Easter Seals - Teachers On-call	9 a.m. - noon 19 Microsoft Excel: Advanced 9:30 a.m. - noon Computer Lab Support	9 a.m. - noon 20 Microsoft Word: Advanced 9:30 a.m. - noon Computer Lab Support 1 - 2:30 p.m. Creating Your LinkedIn Account	10 a.m. - noon 21 Microsoft Word - Basics	1 - 2 p.m. 22 Taking Leadership in Your Job Search
10 a.m. - 12:30 p.m. 25 StrengthsFinders 1 - 3:30 p.m. Hiring Event - Award Staffing	9 a.m. - noon 26 Microsoft PowerPoint: Advanced 9:30 a.m. - noon Computer Lab Support 10 a.m. - noon Women's Career Transition Group	9 a.m. - 12:15 p.m. 27 Creative Job Search Part 1 9:30 a.m. - noon Computer Lab Support 1 - 2:30 p.m. Intro. to Google Apps	9 a.m. - 12:15 p.m. 28 Creative Job Search Part 2 9:30 a.m. - noon Computer Lab Support	9 - 11:30 a.m. 29 Resume Advanced 1 - 2 p.m. Taking Leadership in Your Job Search

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, Mar. 4, 10 a.m. - 12:30 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

Wednesdays, Mar. 6, 20; 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, Mar. 27, 9 a.m. - 12:15 p.m.

Part 2 - Thursday, Mar. 28, 9 a.m. - 12:15 p.m.

Two half-day 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.

Interviewing Skills

Friday, Mar. 1, 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

Wednesdays, Mar. 13, 27; 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, Mar. 15, 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 Skills Training

Dates and times listed on the March calendar.

Build your Microsoft Word, PowerPoint and Excel skills to the advanced level. These workshops are suited for anyone who wants to improve their skills and master Microsoft Office. Check the March calendar for workshop dates and times!

Resume - Advanced

Friday, Mar. 29; 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, Mar. 25, 10 a.m. - 12:30 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.*

Taking Leadership in Your Job Search

Fridays, Mar. 1, 8, 22, 29; 1 - 2 p.m.

This workshop is a facilitated group designed to promote networking, increase confidence and to put job seekers back in control of their job search practices. Join us and learn to take leadership over your job search. *Registration required.*

Drop by and learn**COMPUTER LAB SUPPORT**

Tuesday - Thursday, 9:30 a.m. - noon

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