

Monday	Tuesday	Wednesday	Thursday	Friday
<p>1 - 3:30 p.m.  <b>Hiring Event</b>            - First Student            - MN Dept. of Corrections            - UPS            - Doherty Staffing</p> <p><b>1</b></p>	<p>9:30 a.m. - noon  <b>Computer Lab Support</b></p> <p><b>2</b></p> <p>9 - 11:30 a.m.  <b>Microsoft Word - Basics</b></p>	<p>9:30 a.m. - noon  <b>Computer Lab Support</b></p> <p><b>3</b></p> <p>9 - 11:30 a.m.  <b>Microsoft Word: Intermediate</b></p>	<p>9 a.m. - noon  <b>Microsoft Word: Advanced</b></p> <p><b>4</b></p> <p>9:30 a.m. - noon  <b>Computer Lab Support</b></p>	<p>9 - 11:30 a.m.  <b>Interviewing Skills</b></p> <p><b>5</b></p> <p>1 - 2 p.m.  <b>Core SUPPORT with your Job Search</b></p>
<p>10 a.m. - 12:30 p.m.  <b>Career Exploration</b></p> <p><b>8</b></p> <p>1 - 3:30 p.m.  <b>Hiring Event</b>            - Atlas Staffing            - MN Dept. of Human Services</p>	<p>9:30 a.m. - noon  <b>Computer Lab Support</b></p> <p><b>9</b></p> <p>9 a.m. - noon  <b>Microsoft PowerPoint: Basic</b></p> <p>10 a.m. - noon  <b>Women's Career Transition Group</b></p>	<p>9 a.m. - noon  <b>Microsoft PowerPoint: Intermediate</b></p> <p><b>10</b></p> <p>9:30 a.m. - noon  <b>Computer Lab Support</b></p>	<p>9 a.m. - noon  <b>Microsoft PowerPoint: Advanced</b></p> <p><b>11</b></p> <p>9:30 a.m. - noon  <b>Computer Lab Support</b></p>	<p>9 - 11:30 a.m.  <b>LinkedIn for Job Search</b></p> <p><b>12</b></p> <p>1 - 2 p.m.  <b>Improve Your Typing Skills</b></p>
<p>1 - 3:30 p.m.  <b>Hiring Event</b>            - To be determined</p> <p><b>15</b></p>	<p>9 a.m. - noon  <b>Microsoft Excel: Basics</b></p> <p><b>16</b></p> <p>9:30 a.m. - noon  <b>Computer Lab Support</b></p>	<p>9 a.m. - noon  <b>Microsoft Excel: Intermediate</b></p> <p><b>17</b></p> <p>9:30 a.m. - noon  <b>Computer Lab Support</b></p>	<p>9 a.m. - noon  <b>Microsoft Excel: Advanced</b></p> <p><b>18</b></p> <p>9:30 a.m. - noon  <b>Computer Lab Support</b></p>	<p>1 - 2 p.m.  <b>Core SUPPORT with your Job Search</b></p> <p><b>19</b></p>
<p>10 a.m. - 12:30 p.m.  <b>StrengthsFinder</b></p> <p><b>22</b></p> <p>1 - 3:30 p.m.  <b>Hiring Event</b>            - Fortera Pipe and Precast</p> <p>1 - 3 p.m.  <b>Seasoned Job Seeker Roundtable</b></p>	<p>9:30 a.m. - noon  <b>Computer Lab Support</b></p> <p><b>23</b></p> <p>10 a.m. - noon  <b>Women's Career Transition Group</b></p>	<p>9 a.m. - 12:15 p.m.  <b>Creative Job Search Part 1</b></p> <p><b>24</b></p> <p>9:30 a.m. - noon  <b>Computer Lab Support</b></p>	<p>9 a.m. - 12:15 p.m.  <b>Creative Job Search Part 2</b></p> <p><b>25</b></p> <p>9:30 a.m. - noon  <b>Computer Lab Support</b></p>	<p>9 - 11:30 a.m.  <b>Resume - Advanced</b></p> <p><b>26</b></p> <p>1 - 2 p.m.  <b>Improve Your Typing Skills</b></p>
<p>1 - 3:30 p.m.  <b>Hiring Event</b>            - To be determined</p> <p><b>29</b></p>	<p>9:30 a.m. - noon  <b>Computer Lab Support</b></p> <p><b>30</b></p>			

### **Attention: Important registration changes.**

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

### **Career Exploration**

*Monday, April 8; 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.*

### **Core SUPPORT with your Job Search**

*Fridays, April 5, 19; 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.*

### **Creative Job Search (Part 1 & Part 2)**

*Part 1 - Wednesday, April 24; 9 a.m. - 12:15 p.m.*

*Part 2 - Thursday, April 25; 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.*

### **Improve Your Typing Skills**

*Fridays, April 12, 26; 1 - 2 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, April 5; 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.*

### **LinkedIn for Job Search**

*Friday, April 12; 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 April 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 [April calendar](#) for workshop dates and times!

### **Resume - Advanced**

*Friday, April 26; 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.*

### **Seasoned Job Seeker Roundtable**

Join us for tips on resumes, interviews, and networking for older Job seekers. Extensive interactions and roundtable discussions. *Registration required.*

### **StrengthsFinder**

*Monday, April 22; 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.*

## *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.