

Monday	Tuesday	Wednesday	Thursday	Friday
<p>Microsoft Office Skills Training <i>Dates and times listed on the May calendar.</i></p> <p>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.</p>		<p>9:30 a.m. - noon Computer Skills Support 1</p> <p>9 a.m. - noon Microsoft Word: Intermediate</p> <p>1 - 2:30 p.m. Creating Your LinkedIn Account</p>	<p>9:30 a.m. - noon Computer Skills Support 2</p> <p>9 a.m. - noon Microsoft Word: Advanced</p>	<p>9 - 11:30 a.m. 3 Interviewing Skills</p> <p>1 - 2 p.m. Core SUPPORT with Your Job Search</p>
<p>10 a.m. - 12:30 p.m. 6 Career Exploration</p> <p>1 - 3:30 p.m. Hiring Event - New employers every week.</p>	<p>9 - noon 7 Microsoft Word: Basic</p> <p>9:30 a.m. - noon Computer Skills Support</p>	<p>9 - Noon 8 Microsoft Word: Intermediate</p> <p>9:30 a.m. - noon Computer Skills Support</p>	<p>9 a.m. - noon 9 Microsoft Word: Advanced</p> <p>9:30 a.m. - noon Computer Skills Support</p>	<p>1 - 2 p.m. 10 Improve Your Typing Skills</p>
<p>1 - 3:30 p.m. 13 Hire Event - New employers every week.</p>	<p>9 a.m. - noon 14 Microsoft PowerPoint: Basic</p> <p>9:30 a.m. - noon Computer Skills Support</p> <p>10 a.m. - noon Women's Career Transition Group</p>	<p>9 a.m. - noon 15 Microsoft PowerPoint: Intermediate</p> <p>9:30 a.m. - noon Computer Skills Support</p> <p>1 - 2:30 p.m. Intro. to Google Apps</p>	<p>9 a.m. - noon 16 Microsoft PowerPoint: Advanced</p> <p>9:30 a.m. - noon Computer Skills Support</p>	<p>9 - 11:30 a.m. 17 LinkedIn for Job Search</p> <p>1 - 2 p.m. Core SUPPORT with Your Job Search</p>
<p>10 a.m. - 12:30 p.m. 20 StrengthsFinder</p> <p>1 - 3:30 p.m. Hiring Event - New employers every week.</p> <p>1 - 3 p.m. Seasoned Job Seeker Roundtable</p>	<p>9 a.m. - noon 21 Microsoft Excel: Basics</p> <p>9:30 a.m. - noon Computer Skills Support</p>	<p>9 a.m. - noon 22 Microsoft Excel: Intermediate</p> <p>9:30 a.m. - noon Computer Skills Support</p>	<p>9 a.m. - noon 23 Microsoft Excel: Advanced</p> <p>9:30 a.m. - noon Computer Skills Support</p>	<p>1 - 2 p.m. 24 Improve Your Typing Skills</p>
<p>27 Closed Memorial Day</p>	<p>9:30 a.m. - noon 28 Computer Skills Support</p> <p>9 a.m. - noon Microsoft Word: Basic</p> <p>10 a.m. - noon Women's Career Transition Group</p>	<p>9 a.m. - 12:15 p.m. 29 Creative Job Search Part 1</p> <p>9:30 a.m. - noon Computer Skills Support</p> <p>1 - 2:30 p.m. Creating Your LinkedIn Account</p>	<p>9 a.m. - 12:15 p.m. 30 Creative Job Search Part 2</p> <p>9:30 a.m. - noon Computer Skills Support</p>	<p>9 - 11:30 a.m. 31 Resume - Advanced</p>

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, May 6; 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

[Friday, May 3; 1 - 2 p.m.](#)

[Friday, May 17; 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.*

Creating Your LinkedIn Account

[Wednesday, May 1; 1 - 2:30 p.m.](#)

[Wednesday, May 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, May 29; 9 a.m. - 12:15 p.m.](#)

[Part 2 - Thursday, May 30; 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

[Friday, May 10; 1 - 2 p.m.](#)

[Friday, May 24; 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, May 3; 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

[Wednesday, May 15; 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, May 17; 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.*

Resume - Advanced

[Friday, May 31; 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

[Monday, May 20; 1 - 3 p.m.](#)

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

StrengthsFinder

[Monday, May 20; 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.*