

## Upcoming Events: March 2020

CareerForce in Saint Paul

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2  Intro to Microsoft Office 1-4 p.m.	3 Creative Job Search Day 1 9 a.m.-12 p.m.	4 Creative Job Search Day 2 9 a.m.- 12 p.m. Word Basic 1-4 p.m.	5  Word Intermediate 1-4 p.m.	6 Career Exploration 9 a.m.-12:30 p.m.
9	10	11 Resume Writing-Advanced 9-11:30 a.m.	12	13
16	17 Introduction to Microsoft Office 1-4 p.m.	18 Interviewing Skills 9 a.m.- 12 p.m.  Word Basic 1-4 p.m.	19  Word Intermediate 1-4 p.m.	20
23	24	25 LinkedIn for Job Search 9-11:30 a.m.	26	27
30 Computer Basics 1-3 p.m.	31 Creative Job Search Day 1 9 a.m.- 12 p.m.  Internet Basics 1-3 p.m.	1 Creative Job Search Day 2 9 a.m.- 12 p.m.	2	3

540 Fairview Avenue N., Suite 103

To register: [careerforcemn.com/saintpaul](https://careerforcemn.com/saintpaul) and use Chrome or Safari

### **Workshop Descriptions**

**Creative Job Search:** This workshop covers the foundations for a successful job search. Topics include transition, skills identification, resume strategies, and more.

**Interviewing Skills:** Find out what to expect in an interview. Learn how to answer tough questions and how to get feedback on your performance. Come prepared as if you were attending a real interview.

**LinkedIn for Job Search:** 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.

**Resume Writing Advanced:** Learn advanced strategies for writing and creating resumes. Learn how to get the most from your resume.

**How to Build a Consulting Business in the Gig Economy:** Becoming a gig worker offers great advantages, but getting started can be scary. Join us as Tim Voit, small business specialist at LegalShield and Wes Roper, president of FranNet Franchise Startup Advising, discuss lessons learned from becoming gig workers.

**Career Exploration:** Take assessments and use the results to explore potential career options.

Registration preferred for all workshops.

### **Individual Assistance**

**Get Your Questions Answered Job Search Coaching:** Work with our team to get individualized advice on your job search, resume, interviewing skills, or learn about services at CareerForce. Facilitated by Job Service. Sign up online for either the 8:30-10:30am block or the 1-2:30pm block.

### **On-Site Hiring Events**

**Industry-specific events:** Features employers from a particular industry. Typical sectors are IT, healthcare, government, nonprofit, and construction.

**General events:** Features a variety of local employers with multiple openings.

CareerForce MN is an equal opportunity employer and service provider. Individuals with disabilities requiring accommodations should contact 651-539-4100 within three business days of event. Upon request, the information in this document can be made available in alternative formats for people with disabilities by contacting 651-539-4100.

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