

# February 2015 Job Seeker Calendar

Minnesota WorkForce Centers of Dakota & Scott Counties - Register online at: <http://mn.gov/deed/dakotascottworkshops>

| MONDAY  | TUESDAY  | WEDNESDAY   | THURSDAY   | FRIDAY   |
|---|--|---|--|--|
| 1-on-1 Job Search Assistance Meetings = Mondays & Thursdays ONLY 1:30pm to 3:30pm at the Burnsville WorkForce Center: Meet with a Job Search Representative for advice on job search topics. Sessions last 15 minutes. No prior registration accepted, space limited. First come, first served. Call ahead. |  |   |  | <b>v.2</b>   |
| <b>2</b> <u>BURNSVILLE</u><br>Employment Ready Vets=8:30-12n<br>Networking for Veterans= 10-11:30am<br>Basic Resume Strategies= 1-3pm   | <b>3</b> <u>BURNSVILLE</u><br>Employment Ready Vets= 8:30-12n<br>Creative Job Search= 9am-4pm<br>Navigating Higher Education=10-11a<br>Navigating Higher Education=6-7pm<br><u>WEST ST. PAUL</u><br>Job Interviewing Strategies=10-12n | <b>4</b> <u>BURNSVILLE</u><br>Employment Ready Vets= 8:30-12n<br>Networking Job Club= 9-11am<br><u>WEST ST. PAUL</u><br>MS Word 2010 Basic=1:30-4:30pm<br><u>SHAKOPEE</u><br>Creative Job Search= 9am-4pm   | <b>5</b> <u>BURNSVILLE</u><br>Employment Ready Vets=8:30-12n<br><u>WEST ST. PAUL</u><br>Networking Job Club= 9-11am<br>MS Excel 2010 Basic=1:30-4:30pm | <b>6</b> <u>BURNSVILLE</u><br>Employment Ready Vets= 8:30-12n<br>LinkedIn Getting Started= 9:00-11:30a   |
| <b>9</b> <u>BURNSVILLE</u><br>Networking for Veterans= 10-11:30am<br><u>WEST ST. PAUL</u><br>Resume How-tos= 9:00-11:30<br>MS Excel PowerUsers= 1:30-4:30p  | <b>10</b> <u>BURNSVILLE</u><br>LinkedIn Advanced Strategy= 9:00-11:30a<br>Job Interviewing Strategies=10-12n<br><u>WEST ST. PAUL</u><br>Creative Job Search= 9am-4pm   | <b>11</b> <u>BURNSVILLE</u><br>Networking Job Club= 9-11am<br><u>WEST ST. PAUL</u><br>MS Word 2010 Advanced= 1:30-4:30p<br><u>SHAKOPEE</u><br>Networking Job Club=1:30-3:30pm                               | <b>12</b> <u>WEST ST. PAUL</u><br>Networking Job Club= 9-11am<br>MS Excel 2010 Advanced=1:30-4:30p   | <b>13</b> <u>BURNSVILLE</u><br>National Career Readiness Certificate Testing=8:15-12pm<br><u>WEST ST. PAUL</u><br>Cover Letters & Thank You= 9:00-11:00am            |
| <b>16</b><br>Offices Closed   | <b>17</b> <u>BURNSVILLE</u><br>Creative Job Search= 9am-4pm  | <b>18</b> <u>BURNSVILLE</u><br>Networking Job Club= 9-11am<br>How to Start a Small Business=1-3:30<br><u>WEST ST. PAUL</u><br>MS PowerPoint= 1:30-4:30pm<br><u>SHAKOPEE</u><br>Creative Job Search= 9am-4pm | <b>19</b> <u>WEST ST. PAUL</u><br>Networking Job Club= 9-11am  | <b>20</b> <u>BURNSVILLE</u><br>National Career Readiness Certificate Testing=8:15-12pm<br><u>WEST ST. PAUL</u><br>Interviewing 101= 9-11:00am<br>Career X = Noon-4pm |
| <b>23</b> <u>BURNSVILLE</u><br>Networking for Veterans= 10-11:30am<br><u>WEST ST. PAUL</u><br>Resume How-tos= 1:30-4:00p  | <b>24</b> <u>WEST ST. PAUL</u><br>Creative Job Search= 9am-4pm   | <b>25</b> <u>BURNSVILLE</u><br>Networking Job Club= 9-11am<br>Career Exploration= 1-4pm<br><u>SHAKOPEE</u><br>Networking Job Club=1:30-3:30pm   | <b>26</b> <u>WEST ST. PAUL</u><br>Networking Job Club= 9-11am  | <b>27</b> <u>BURNSVILLE</u><br>National Career Readiness Certificate Testing=8:15-12pm   |



If a workshop is full,  
arrive early to see if any last  
minute spots are open.



*The Department of Employment & Economic Development (DEED) is an equal opportunity service provider.*

Individuals needing special accommodations for any of our services should call us at the phone numbers on page 2. Please contact us at least three business days prior to the event.

## REGISTRATION INFORMATION

Unless indicated, you must register for these classes. Registration is done online at <http://mn.gov/deed/dakotascottworkshops>

For questions or directions, contact the office where the workshop is being held.

|  |   |   |
|--|---|---|
| <b><u>Burnsville= 952-703-3100</u></b><br>2800 County Road 42 West<br>Burnsville, MN 55337 | <b><u>Shakopee= 952-346-4860</u></b><br>752 Canterbury Road South<br>Shakopee, MN 55379 | <b><u>West St. Paul= 651-554-5955</u></b><br>1 Mendota Road West - Suite 170<br>West St. Paul, MN 55118 |
|--|---|---|

You must bring your WorkForce Center membership card to attend; they are available for free in the Resource Rooms.

### CLASS AND WORKSHOP DESCRIPTIONS

**CREATIVE JOB SEARCH**= Our premier workshop covers the foundations for a successful job search. Our professional staff will present current strategies & methods to help you. Topics include: transition, skills identification, resume strategies, cover letters, job search skills, internet job search strategies, interviewing, thank you letters & finishing touches.

**1:1 JOB SEARCH ASSISTANCE**= Get answers to your questions regarding resumes, interviewing and anything else related to job search.

**BASIC RESUME WORKSHOP**= Learn basic strategies, practices and methods to write your own effective resumes. **PLEASE, BRING YOUR RESUMES.**

**CAREER EXPLORATION**= To help determine what field would be the best fit for you & your personal work preferences through assessments.

**EMPLOYMENT READY VETERANS**= A weeklong class just for military veterans to specifically address all aspects of job search as a veteran.

**IDENTIFY & COMMUNICATE YOUR SKILLS**= Learn what skills you have and are attracted to using in a work setting by using a research tested card-sort exercise and how to present those skills in your resume and in interviews.

**JOB INTERVIEWING STRATEGIES**= This class provides the opportunity to practice answering interview questions. It gives advice preparing for interviews & other job search events, such as job fairs. This seminar gives you the professional edge you need to land the job you want.

**JOB SEARCH QUESTIONS & ANSWERS**= Whether you are new to job search, or been at a while, find answers to your job search questions.

**JOB SEARCH OVER 40**= Do you feel your age is affecting your ability to successfully job search & are not sure what you can do about it? Learn how to use what you can't change to your advantage. Participants strongly encouraged to attend Creative Job Search first.

**LINKEDIN: GETTING STARTED**= This class demonstrates the basics on how to create & maintain an effective LinkedIn profile for job search. It also has tips and strategies for getting noticed and building connections.

**LINKEDIN: ADVANCED STRATEGIES**= This class takes using LinkedIn beyond a basic profile by demonstrating techniques for advanced use of LinkedIn, including: making networking connections, finding jobs, researching companies and other advanced features.

**MOCK INTERVIEWS**= This is a chance for you to practice for a job interview. You will be asked several common interview questions. You will be given feedback & the opportunity to ask questions. Please treat this as a real interview (bring a resume & dress in interview attire).

**NETWORKING GROUPS**= Networking groups and job clubs meet regularly to discuss efforts, provide support, share job leads and improve job seeking skills. They help job seekers stay focused on their job searches.

**NAVIGATING HIGHER EDUCATION**= For those thinking about starting or going back to college. Taught by Inver Hills Community College staff.

**STARTING YOUR OWN BUSINESS**= Gain insights and ideas on starting your own business. Taught by Bob Voss of Dakota County Tech College.

### COMPUTER LAB CLASS DESCRIPTIONS

**MICROSOFT EXCEL\***= Covers: Using the Office Ribbon, create a spreadsheet, enter and editing data, columns and rows and basic formatting, Excel formulas and functions. Creating visual charts from data, using pivot tables to increase reporting capabilities.

**POWERUSERS EXCEL\***= Pre-requisite: You must have at least 1 year of experience using Excel for this class, including knowledge of formulas and functions. Topics include: Advanced Formulas, Utilizing Pivot Table reports, Customizing the Excel environment and advanced strategies.

**MICROSOFT POWERPOINT\***= Covers: Creating electronic presentations, adding animations and making effective presentations

**MICROSOFT WORD\***= Covers: Using the Office Ribbon, creating a document, changing spacing and margins, spell check and basic formatting. Bullets, Columns, Tabs as well as tracking changes. Creating Mail Merge labels and letters for bulk mailings.

**MINNESOTAWORKS.NET**= Learn strategies to search for jobs on MinnesotaWorks.Net more efficiently and effectively.

\*currently only available in West Saint Paul

wf060-M.Lang

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