


February 2010 SW Metro Area WorkForce Center Workshops

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>1</p> <p><b>*Creative Job Search Day 1</b> 9:00a-4:00p (Shakopee WFC) <b>Money Management 1</b> 9:30a-12:30p (Shakopee WFC) <b>*Beginner Resumes</b> 1:30p-3:30p (Chaska WFC) <b>Veterans Networking Job Club</b> 10:00a-12:00p (Burnsville WFC) <b>Veterans Job Club</b> 9:00a-11:00a (Bloomington WFC) <b>*Creative Job Search Day 1 of 2</b> 9:00a-4:00p (Bloomington WFC)</p>	<p>2</p> <p><b>Skills Identification</b> 9:30a-12:30p (Shakopee WFC) <b>*Interviewing</b> 5:00p-7:30p (Chaska WFC) <b>*Creative Job Search Day 1</b> 9:00a-4:00p (Burnsville WFC) <b>Health Care Networking Group (30)</b> 9:30a-11:30a (Bloomington WFC)</p>	<p>3</p> <p><b>*Creative Job Search Day 2</b> 9:00a-4:00p (Shakopee WFC) <b>Networking Job Club</b> 9:00a-11:00a (Burnsville WFC) <b>*Minnesotaworks.net</b> 9:30a-11:00a (Bloomington WFC) <b>*Behavioral Interviewing</b> 1:30p-3:30p (Bloomington WFC) <b>*Basic Interviewing</b> 1:00p-2:30p (Bloomington WFC) <b>*Creative Job Search Day 2 of 2</b> 9:00a-4:00p (Bloomington WFC)</p>	<p>4</p> <p><b>*Advanced Resumes</b> 8:30a-12:30p (Shakopee WFC) <b>*Creative Job Search</b> 9:00a-3:30p (Chaska WFC) <b>*Creative Job Search Day 2</b> 9:00a-4:00p (Burnsville WFC)</p>	<p>5</p> <p><b>*Networking Job Club (30)</b> 9:30a-11:30a (Bloomington)</p>
<p>8</p> <p><b>Money Management 2</b> 9:30a-12:30p (Shakopee WFC) <b>*Beginner Internet Job Search</b> 1:30-3:30p (Chaska WFC) <b>Veterans Networking Job Club</b> 10:00a-12:00p (Burnsville WFC) <b>Veterans Job Club</b> 9:00a-11:00a (Bloomington WFC) <b>*Elevator Speeches</b> 1:00p-4:00p (Bloomington WFC) <b>*Intro to Computers</b> 8:30a-2:00p (Bloomington WFC) <b>*Creative Job Search Day 1 of 2</b> 9:00a-4:00p (Bloomington WFC)</p>	<p>9</p> <p><b>Basic Resume</b> 9:30a-12:30p (Shakopee WFC) <b>*Skills Assessment</b> 5:30p-7:30p (Chaska WFC) <b>*Job Interview Strategy</b> 10:00a-12:00p (Burnsville WFC) <b>*Dress for Success</b> 2:00p-3:30p (Bloomington WFC)</p>	<p>10</p> <p><b>Simply Good Eating 1</b> 9:30a-12:30p (Shakopee WFC) <b>Scott County WFC Job Club</b> 1:30p-3:30p (Shakopee WFC) <b>Networking Job Club</b> 9:00a-11:00a (Burnsville WFC) <b>*Intro to Green Jobs</b> 1:30p-3:00p (Burnsville WFC) <b>*Creative Job Search Day 2 of 2</b> 9:00a-4:00p (Bloomington WFC)</p>	<p>11</p> <p><b>Simply Good Eating 2</b> 9:30a-12:30p (Shakopee WFC) <b>*Untangling the Web</b> 9:30a-12:30p (Shakopee WFC) <b>*Social Networking</b> 1:30-3:30p (Chaska WFC)</p>	<p>12</p> <p><b>*Self Employment, is it for you?</b> 8:30a-11:00a (Bloomington) <b>Social Media Job Search (30)</b> 1:00p-3:00p (Bloomington) <b>*Twitter Basics (30)</b> 3:00p-4:00p (Bloomington)</p>
<p>15</p>  <p><b>WFC CLOSED</b></p>	<p>16</p> <p><b>Child Support Q&amp;A</b> 8:30a-12:00p (Shakopee WFC) <b>Interviewing 1</b> 9:30a-12:30p (Shakopee WFC) <b>*Advanced Resumes</b> 5:30p-7:30p (Chaska WFC) <b>*Creative Job Search Day 1</b> 9:00a-4:00p (Burnsville WFC) <b>*Successful Job Search Over 40</b> 8:30a-12:30p (Bloomington WFC) <b>Health Care Networking Group (30)</b> 9:30a-11:30a (Bloomington WFC)</p>	<p>17</p> <p><b>*Creative Job Search Day 1</b> 9:00a-4:00p (Shakopee WFC) <b>Interviewing 2</b> 9:30a-12:30p (Shakopee WFC) <b>Networking Job Club</b> 9:00a-11:00a (Burnsville WFC) <b>*Minnesotaworks.net</b> 9:30a-11:00a (Bloomington WFC) <b>*Basic Interviewing</b> 1:00p-2:30p (Bloomington WFC) <b>*Basic Linked In</b> 1:00p-3:00p (Bloomington WFC)</p>	<p>18</p> <p><b>*Internet Job Search</b> 9:30a-12:30p (Shakopee WFC) <b>Staffing Agency Panel</b> 1:00p-3:00p (Shakopee WFC) <b>*Creative Job Search</b> 9:00a-3:30p (Chaska WFC) <b>*Creative Job Search Day 2</b> 9:00a-4:00p (Burnsville WFC)</p>	<p>19</p> <p><b>*Creative Job Search 2</b> 9a-4p (Shakopee WFC) <b>*Networking Job Club (30)</b> 9:30a-11:30a (Bloomington) <b>*Its not working, now what?</b> 1:00p-4:00p (Bloomington)</p>
<p>22</p> <p><b>Money Management 3</b> 9:30a-12:30p (Shakopee WFC) <b>*Skills Assessment</b> 1:30p-3:30p (Chaska WFC) <b>Veterans Networking Job Club</b> 10:00a-12:00p (Burnsville WFC) <b>Veterans Job Club</b> 9:00a-11:00a (Bloomington WFC) <b>*Creative Job Search Day 1 of 2</b> 9:00a-4:00p (Bloomington WFC) <b>*Inside Scoop on Career Change</b> 1:00p-4:00p (Bloomington WFC) <b>*Intro to Computers for Job Search</b> 8:30a-2:00p (Bloomington WFC) <b>*Computers for Beginners</b> 2:00p-4:00p (Bloomington WFC)</p>	<p>23</p> <p><b>Networking</b> 9:30a-12:30p (Shakopee WFC) <b>*Job Seeker Over 40</b> 5:30p-7:30p (Chaska WFC) <b>*Beginner Resume Class</b> 9:00a-11:00a (Burnsville WFC) <b>*Job Search Over 50</b> 1:00p-4:00p (Burnsville WFC) <b>*Career Exploration</b> 9:00a-12:00p (Bloomington WFC) <b>*Basic Resume</b> 1:00p-3:00p (Bloomington WFC) <b>*Basic Computer</b> 2:00p-4:00p (Bloomington WFC)</p>	<p>24</p> <p><b>Child Support Q&amp;A</b> 8:30a-12:00p (Shakopee WFC) <b>Applications</b> 9:30a-12:30p (Shakopee WFC) <b>Scott County WFC Job Club</b> 1:30p-3:30p (Shakopee WFC) <b>Networking Job Club</b> 9:00a-11:00a (Burnsville WFC) <b>*Advanced Internet Job Search</b> 1:00p-3:30p (Bloomington WFC) <b>*Creative Job Search Day 2 of 2</b> 9:00a-4:00p (Bloomington WFC)</p>	<p>25</p> <p><b>*It's not working, now what?</b> 1:30p-3:30p (Chaska WFC)</p>	<p>26</p> <p><b>*Salary Negotiation</b> 9:00a-12:00p (Bloomington) <b>Social Media Job Search (30)</b> 1:00p-3:00p (Bloomington) <b>*Twitter Basics (30)</b> 3:00p-4:00p (Bloomington) <b>*Basic Linked In</b> 1:00p-3:00p (Bloomington)</p>

See reverse side for Shakopee information. If location is at the Chaska WFC-call 952/361-1711, Burnsville WFC-call 952/895-7600, or Bloomington WFC-call 952/346-4028 for more information--pre-registration required for all of their workshops. Please arrive 5-10 minutes early for check in.

## **SCOTT COUNTY WORKSHOP DESCRIPTIONS - Workshop offerings may vary monthly.**

**Advanced Resumes:** You will learn about the basic styles and formats of resumes and use the skills you identified in the earlier workshops to improve an existing resume. The use of cover letters and thank you notes will also be discussed. Information on using your resume on the Internet and in the Minnesota Job Bank will be available. Will also cover emailing & creating an electronic resume.  
**\*Pre-registration is required, call (952) 403-7990.**

**Applications:** Learn how to offer appropriate information and organize your skills and qualifications on paper. You will practice on sample applications. **Pre-registration is not required.**

**Basic Resume:** A resume is a brief summary of your skills, work experience, and education and is designed to get an employer's attention and to get you an interview. You will learn about the basic styles and formats of resumes and use the skills you identified in the earlier workshops to create a first-draft resume. The second day we will review resumes and what you have written and go over cover letters. **Pre-registration is not required.**

**Creative Job Search:** This all-inclusive workshop covers everything you need to know to conduct a successful job search. Some topics you will find helpful are writing cover letters, networking, cold calling, interviewing skills, and tapping into the *hidden job market*.  
**\*Pre-registration is required, call (952) 403-7990.**

**Internet Job Search:** Covers how, where, and what of internet job search. **\*Pre-registration is required, call (952) 496-8528.**

**Interviewing I & II:** Interviews get you jobs! You will learn how to prepare for and conduct professional interviews, while making a great first impression. You will also practice answering difficult interview questions. **You must attend Day One to attend Day Two.**  
**Pre-registration is not required.**

### **Money Management Series:**

A Resource Specialist from MN Extension Service will present a series of workshops to help you learn how to use your money and other resources more effectively. Workshops can be customized for your specific needs and will cover topics on money tracking, setting goals and making choices, credit and debt, and developing a savings plan. **Pre-registration is not required.**

**Week 1: Budgeting Basics:** Plan for a solid future by getting off to a good start. Discussion covers how to build a spending plan you can live with.

**Week 2: Staying Out Of Financial Trouble:** Recognize financial trouble signs early. Discussion covers the smart use of credit and dealing with debt problems.

**Week 3: Getting The Most for Your Money:** Discussion covers smart shopping, saving for emergencies and the future.

**Networking:** Networking is the most effective job search method, since the vast majority of job openings are never advertised. Learn how to network effectively to locate great jobs faster than traditional job search methods. **Pre-registration is not required.**

**Skills Identification:** Learn how to identify your skills and effectively sell yourself using skills "proof statements".  
**Pre-registration is not required.**

**Untangling the Web:** **Basic Internet** – Covers terminology, toolbars, functions, web pages and security issues.  
**Search Engines** – Covers the types of search engines and how to refine your search.

**\*Pre-registration is required, call (952) 496-8671.**