

# Aitkin Workforce Center

321 Minnesota Avenue North • Aitkin, MN 56431  
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# January 2012

**Hours: Monday—Friday • 8:00 a.m. to 4:30 p.m.**

**\*\* Times may vary—Please call to confirm that a representative will be available.**

***If you are interested in attending JOB CLUB or CREATIVE JOB SEARCH, please contact the Workforce Center to reserve a seat.***

Mon	Tue	Wed	Thu	Fri
2 <i>Aitkin Workforce Center Closed for New Year's Holiday</i>	3 <i>Job Club 9:00 AM Topic: Interview Skills GED 9:00-4:30 PM CJS 10:00 AM</i>	4 <i>GED 9:00-4:30 PM Lives in Transition 2:00 PM MFIP Orientation 9:00 AM DWP Orientation 1:00 PM</i>	5 <i>GED 9:00-4:30 PM Vocational Rehab **</i>	6 <i>Veteran's Outreach **</i>
9 <i>MFIP Orientation 9 :00 AM DWP Orientation 10:00 AM</i>	10 <i>Job Club 9:00 AM Topic: Mock Interviews GED 9:00-4:30 PM New Leaf 10:00 AM</i>	11 <i>GED 9:00-4:30 PM Lives in Transition 2:00 PM</i>	12 <i>GED 9:00-4:30 PM CJS 10:00 AM @ MORE Building in McGregor Vocational Rehab **</i>	13 <i>Veteran's Outreach **</i>
16 <i>Aitkin Workforce Center closed in honor of Martin Luther King Day</i>	17 <i>Job Club 9:00 AM Topic: Employer Presentation GED 9:00-4:30 PM CJS 10:00 AM</i>	18 <i>GED 1:00-4:30 PM Lives in Transition 2:00 PM</i>	19 <i>GED 9:00-4:30 PM Vocational Rehab **</i>	20 <i>Veteran's Outreach **</i>
23 <i>MFIP Orientation 9 :00 AM DWP Orientation 10:00 AM</i>	24 <i>Job Club 9:00 AM Topic: Job Retention GED 9:00-4:30 PM New Leaf 10:00 AM</i>	25 <i>GED 9:00-4:30 PM Lives in Transition 2:00 PM</i>	26 <i>GED 9:00-4:30 PM Vocational Rehab **</i>	27 <i>Veteran's Outreach **</i>
30 <i>MFIP Orientation 9 :00 AM DWP Orientation 10:00 AM</i>	31 <i>Job Club 9:00 AM Topic: Effects of domestic abuse on children GED 9:00-4:30 PM</i>			

# **AITKIN WORKFORCE CENTER** **WORKSHOP & ACTIVITY SCHEDULE**

## **MFIP & DWP Orientation:**

*This orientation is required for all participants of the Diversionary Work Program (DWP) and Minnesota Family Investment Program (MFIP). Participants will learn their rights and responsibilities and meet with an employment counselor to develop a personalized employment plan.*

## **Job Club:**

*This workshop is an opportunity for job seekers to network with other individuals and employers from the area. Workshops feature guest speakers, mock interviews, and discuss topics related to job retention.*

## **Creative Job Search:**

*This workshop features presentations and activities that teach job searching techniques, resume development, and tips to help you find a job.*

## **New Leaf:**

*This workshop is focused on overcoming barriers caused by having a criminal record. You will learn job search strategies tailored to individuals with criminal backgrounds.*

## **GED/ABE:**

*Adult Basic Education (ABE) is for individuals who are interested in obtaining their General Efficiency Diploma (GED). One-on-one tutoring is available to prepare students for the GED test.*

## **Lives in Transition:**

*Have you lost your spouse or significant other due to divorce, separation or death? Lives in Transition (LIT) is a support group for people going through major life changes.*

## **Vocational Rehabilitation:**

*If you have a disability that makes it hard for you to get and keep a job, you may be eligible for a variety of counseling, training, job skills and job placement services. Appointments must be made prior to meeting with a Vocational Rehabilitation Specialist by calling 218-879-0738.*

## **Veteran's Outreach**

*Veteran's Service Specialists provide counseling and special employment services to help Minnesota veterans return to work or plan careers. Appointments must be made prior to meeting with a Veteran's Service Specialist by calling 218-825-6776.*

## **eFolio**

*eFolio is a web-based portfolio designed to help you create a living showcase of your education, career, and personal achievements. Digitally document and share with future employers. Please register in advance to learn more about this program.*

## **STEPS**

*The STEPS course will introduce you to practical principles that you can apply to all areas of your life. You will learn easy to use concepts and tools that will help you make enormous changes.*