WORKFIRST CLASS SEPTEMBER 2010

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Classes are held at the Duluth WorkForce Center: Class is in Room 208 (unless noted otherwise on the day) Check-in is held in Room 207		1 8:30-9:30 RO E-mail Basics Hands-on Computer Class (Career Information Room, located in the WFC Area)	2 8:30-10:00 Room 207 MP How to "wrap up" that job interview Cover Letter/Follow up/Thank you Letter *Practice Day:* Write a Thank you WFC Business of the Day: Hallmark (9-11:30 a.m.)	3 8:30-10:00 Room 207 MG What do you know about job search? Job Search Knowledge Scale/ Review Results
6 HOLIDAY NO CHECK-IN	7 8:30-10:00 MG How do you communicate and learn? Communication and Learning Styles	8 8:30-10:00 ML Avoid Job Search Blunder's 	9 8:30-10:00 Room 207 CM Community Action Duluth – Kris Learn about some beneficial community resources!	10 8:30-10:00 Room 207 RO Learn Test Taking Techniques
13 CHECK-IN *Interview Sign-up*	14 8:30-10:00 TS *What Are Your Goals/Dreams?* Career Assessments	15 8:30-10:00 JS Dollar Works – Presenter: Beck Hagen-Jokela (8:30-9:30)	16 8:30-10:00 Room 207 MG Excel at Customer Service/ Positive Attitude! 	17 8:30-10:00 Room 207 MG What do you know about job search? Job Search Knowledge Scale/ Review Results
20 CHECK-IN	21 8:30-10:00 CM Nutrition, Food & Fun! St. Louis County Extension: Linda (8:30-9:30)	22 8:30-10:00 ML "Get Attention" with Effective Applications *Practice Day:* Application Development *Interview Sign-up*	23 8:30-10:00 Room 207 CM Community Action Duluth – Kris Learn about some beneficial community resources! *Interview Sign-up*	24 8:30-10:00 Room 207 RB Planning your Job Search Direction INTERVIEW DAY
27 CHECK-IN	28 8:30-10:00 TS Identify your Skills and Strengths	29 8:30-10:00 ML E-mail Basics Hands-on Computer Class (Career Information Room, located in the WFC Area)	30 8:30-10:00 Room 207 MP How to "wrap up" that job interview Cover Letter/Follow up/Thank you Letter *Practice Day:* Write a Thank you	Revised: 8/31/10