

December 2017 Job Lab Calendar

Job Lab Hours: Monday – Thursday 9am to 5pm
Friday 9am to 1pm



Monday	Tuesday	Wednesday	Thursday	Friday
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4	5 <u>EMPLOYMENT INFORMATION SESSION</u> 9:30am—11:30am	6 <u>EMPLOYMENT INFORMATION SESSION</u> 3:00pm—4:00pm	7 <u>JOB Search and Applications</u> 10am--Noon	8
11 <u>Computer Basics: Internet</u> 10:00am--12:00pm	12 <u>EMPLOYMENT INFORMATION SESSION</u> 9:30am—11:30am	13 <u>Computer Basics: Word & Email</u> 10:00am--12:00pm <u>EMPLOYMENT INFORMATION SESSION</u> 3:00pm—4:00pm	14	15
18 <u>ServSafe</u> 8am - 6pm	19 <u>EMPLOYMENT INFORMATION SESSION</u> 9:30am—11:30am	20 <u>EMPLOYMENT INFORMATION SESSION</u> 3:00pm—4:00pm	21	22 HOLIDAY JOB LAB CLOSED 
25 HOLIDAY JOB LAB CLOSED 	26 <u>EMPLOYMENT INFORMATION SESSION</u> 9:30am—11:30am	27 <u>EMPLOYMENT INFORMATION SESSION</u> 3:00pm—4:00pm	28	29 HOLIDAY JOB LAB CLOSED @ NOON 

*Dates and times are subject to change. Contact EBlakemore@esns.org for additional information.

**Job Lab Volunteer hours for advanced support: Mondays and Wednesdays from 9am – 12pm

TO REGISTER: For Computer Basics and Job Search workshops, call **BLESILDA EA, Employment Navigator Job Lab Staff, 612-787-4021.** **ELIZABETH BLAKEMORE**, Class Training Coordinator, and **BRUCE GREEN**, Computer Basics Instructor and Job Lab Volunteer. Please arrive 15 minutes early to fill out a Job Lab Application form.

COMPUTER BASICS 1: BASIC COMPUTER USE

In this beginner's computer class, learn about basic computer use and vocabulary, how to save and store documents, and how to use the mouse and keyboard.

COMPUTER BASICS 2: BEGINNER'S MICROSOFT WORD 2013

Learn the basics of Microsoft Word such as how to navigate the Word Toolbar. Use formatting tools such as Bold, Center Alignment and Bullets that are great for formatting resumes or cover letters, and save or print files.

COMPUTER BASICS 3: NAVIGATING THE INTERNET

Learn basic navigation of the World Wide Web, search engines such as Google, and other useful websites, including a short introduction to job search websites such as Indeed.

COMPUTER BASICS 4: NAVIGATING EMAIL

Learn how to send email messages, navigate and organize your email account, as well as some tips for internet and email safety. Attach documents such as a resume or picture to an email message. Learn how to send polite professional emails to networking contacts.

COMPUTER BASICS 5: COMPUTER SKILLS PRACTICE/REVIEW

Practice and review everything you've learned in Computer Basics 1-4, as preparation for the Northstar Digital Literacy Certification Exam! The instructor will be present to answer questions and offer assistance.

COMPUTER BASICS NORTHSTAR DIGITAL LITERACY CERTIFICATION EXAM

Take a four-part exam on the material you learned in Computer Basics 1-4 to assess your digital skills. If you pass an exam module with 85% or greater, you will receive a certificate in that area! Show employers your skills!

INTRO TO INTERNET JOB SEARCH AND JOB APPLICATIONS

Explore different options for using job search websites, such as Indeed.com, and tools to use them more efficiently to find the right job opening for you. After finding the right job learn how to fill out an application with the help of an Employment Navigator. **Required: Must have Well-Established Basic Computer Skills and a valid Email address to attend this workshop.**

Career Aptitude Assessment

Find out what you're passionate about. How can you earn a living while also enjoy what you are doing? In the career aptitude assessment class learn where your areas of strength are and how to best put those into a rewarding career. Session includes results assessment and job help.

FINANCIAL EMPOWERMENT SESSION: HOW TO CREATE A RAINY DAY FUND ON A LOW BUDGET

When it rains it pours! Life has a way of putting us through unexpected hard times especially when we are least prepared for them. Join us for this money management class and refresh yourself on how to put money away for those rainy days while on a tight budget already.

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