

**RUM RIVER LIBRARY  
JOB SEARCH WORKSHOPS**

# February 2012 version 2



Monday	Tuesday	Wednesday	Thursday	Friday
Jan. 30 <b>Open Computer Lab 12:00-3:00</b> <i>(No registration required)</i>	Jan. 31 <b>Navigating the Internet for Job Search – Day 1</b> 10:30-1:30	1 <b>Job Search Assistance</b> 1:00-4:00 Topic: “How to Sell Your Job Skills” <i>(No registration required)</i>	2 <b>Navigating the Internet for Job Search – Day 2</b> 10:30-1:30 <hr/> <b>Open Computer Lab 1:30-4:00</b> <i>(No registration required)</i>	3
6 <b>Open Computer Lab 12:00-3:00</b> <i>(No registration required)</i> <hr/> <b>Word 2010 - Day 1</b> 5:30-7:30 p.m.	7	8 <b>Job Search Assistance</b> 1:00-4:00 Topic: “Unwritten Rules in the Workplace” <i>(No registration required)</i> <hr/> <b>Word 2010 - Day 2</b> 5:30-7:30 p.m.	9 <b>Open Computer Lab 1:00-4:00</b> <i>(No registration required)</i>	10
13 <b>Open Computer Lab 12:00-3:00</b> <i>(No registration required)</i> <hr/> <b>Excel 2010 – Day 1</b> 5:30-7:30 p.m.	14 <b>Navigating the Internet for Job Search – Day 1</b> 1:00-4:00	15 <b>Job Search Assistance</b> 1:00-4:00 Topic: “Is Your Resume Working for You?” <i>(No registration required)</i> <hr/> <b>Excel 2010 – Day 2</b> 5:30-7:30 p.m.	16 <b>Navigating the Internet for Job Search – Day 2</b> 1:00-4:00 <hr/> <b>Open Computer Lab 11:00-1:00</b> <i>(No registration required)</i>	17
20 <b>Presidents’ Day Holiday</b>  <b>Library Closed</b>	21 <b>Open Computer Lab 10:00-1:00</b> <i>(No registration required)</i>	22 <b>Job Search Assistance</b> 1:00-4:00 Topic: “Career Resources at Your Library” <i>(No registration required)</i>	23 <b>Open Computer Lab 4:00-5:30</b> <i>(No registration required)</i>	24
27 <b>Open Computer Lab 12:00-3:00</b> <i>(No registration required)</i>	28 <b>Career Exploration Day 1</b> 10:30-1:30	29 <b>Job Search Assistance</b> 1:00-4:00 Topic: “Interviewing and First Impressions” <i>(No registration required)</i> <hr/> <b>Open Computer Lab 4:00-7:00</b> <i>(No registration required)</i>	March 1 <b>Career Exploration Day 2</b> 10:30-1:30	March 2



The Institute of Museum and Library Services, a Federal agency that fosters innovation, leadership and a lifetime of learning, in conjunction with State Library Services, a division of the Minnesota Department of Education, which administers federal LSTA grants supports the LSTA project sponsored by Anoka County Library, in collaboration with Anoka County WorkForce Center and Metro North Adult Basic Education.



**On-Line Registration Now Available!**  
Go to [www.positivelyminnesota.com/anoka](http://www.positivelyminnesota.com/anoka)  
and click on *Workshops at this WorkForce Center.*

To cancel a class or for additional assistance,  
call the Anoka County WorkForce Center at 763-783-4847.

**These classes are located at the Rum River Library  
4201 6<sup>th</sup> Avenue, Anoka, MN 763-576-4695**

**Navigating the Internet for Job Search (2 days):**

Over the past few years the internet has become an essential part of our everyday lives. This is especially true for job seekers. Those who are able to leverage the power of the internet have a definite advantage. In this two-part workshop you will learn not only how to search for jobs, but how to research companies, network, locate salary information, use Minnesota Works and other job banks and locate key labor market information. In addition, you will receive tips on completing on-line applications and using electronic resumes. With the guidance of an experienced career professional, you will develop skills and increase your comfort level in navigating the internet for job search.

**Career Exploration (2 days):**

Whether you are just starting out in the workplace or considering a new type of work, this two part hands on computer based workshop is for you. You will be introduced to a variety of self assessment, labor market information career and education tools. By taking advantage of this opportunity to complete interest, values and skill assessments, research labor market information and explore educational options you will be able to make more informed and personally satisfying decisions about your next steps.

**Job Search Assistance (No registration required):**

Job Search Assistance is a weekly activity facilitated by a WorkForce Center Job Counselor who provides coaching tips on proven job search techniques, resume reviews, and help with polishing interviewing skills. Stay on track with job goals with access to computers and the opportunity to connect with other job seekers.

**Word 2010 (2 days):**

You will learn the basic features of Microsoft Word 2010 including Window features, the ribbon, how to create, format and edit documents; use spell check; set margins, and save/delete a file/folder.

**Excel 2010 (2 days):**

You will learn the basic features of Microsoft Excel 2010 spreadsheet application by creating and formatting a budget. Learn how to enter and edit data, move/copy data, create simple formulas, use autofill and create a chart.

**Open Computer Lab (No registration required):**

Open Computer Lab is for anyone who would like to build confidence working with computers, use the mobile lab for job search needs or tap into the library's rich career resources. An attendant is always available to assist users and questions are welcome.

For individuals with disabilities, upon request, the information in this flyer is available in alternative formats such as Braille, large print, audio tape and computer disk. An equal opportunity employer and service provider.