




# JOB SEARCH WORKSHOPS

Minnesota WorkForce Center-Anoka County  
 1201 89<sup>th</sup> Avenue NE, Suite 235, Blaine, MN 55434  
 763-783-4800 [www.mnwfc.org/anoka](http://www.mnwfc.org/anoka)



## November 2009

TR:I:\SHARE\CRC\Job Search Workshops Flyer November.doc

Monday	Tuesday	Wednesday	Thursday	Friday
2 Networking Group 9:30-11:00	3 Veterans Networking Group 9:00-11:00	4 <i>Creative Job Search (CJS) Workshop Day 1</i> 9:00-4:00  Career Exploration Workshop Day 1 9:00-3:00	5	6 <i>Creative Job Search (CJS) Workshop Day 2</i> 9:00-4:00  Career Exploration Workshop Day 2 9:00-3:00
9 Networking Group 9:30-11:00	10 Veterans Networking Group 9:00-11:00  Career Exploration Workshop Day 1 9:00-3:00	11 <b>VETERANS DAY</b> <i>Offices Closed</i> 	12 <i>Creative Job Search (CJS) Workshop Day 1</i> 9:00-4:00	13 <i>Creative Job Search (CJS) Workshop Day 2</i> 9:00-4:00  Career Exploration Workshop Day 2 9:00-3:00
16 Networking Group 9:30-11:00	17 Veterans Networking Group 9:00-11:00	18 <i>Creative Job Search (CJS) Workshop Day 1</i> 9:00-4:00  Career Exploration Workshop Day 1 9:00-3:00	19 <b>November 18 &amp; 19</b> <b>Career Exploration-Fast Track Workshop</b> <b>@ Anoka Tech. College</b> 5:00-8:00 p.m., Room 132 Call 763-576-4700 to register.	20 <i>Creative Job Search (CJS) Workshop Day 2</i> 9:00-4:00  Career Exploration Workshop Day 2 9:00-3:00
23 Networking Group 9:30-11:00	24 Veterans Networking Group 9:00-11:00	25	26 Thanksgiving Holiday  <i>Offices Closed</i>	27 Thanksgiving Holiday  <i>Offices Closed</i>

**Workshop Descriptions on back →**

**Networking Group**  
**REGISTRATION: NONE!**

**Monday 9:30-11:00**

Provides the basic foundation from which you can generate useful information, advice, and referrals that lead to job interviews and offers. Connect, interact, and expand your contacts!

**Veterans Networking Group**  
**REGISTRATION: NONE!**  
Networking group for Veterans.

**Tuesday 9:00-11:00**

---

---

**REGISTER FOR THE FOLLOWING CLASSES IN THE RESOURCE CENTER  
OR BY CALLING 763-783-4847.**

**Career Exploration Workshop—2 Days**

Identify your current skills, interests and values. Learn the process for determining short and long range employment and career goals. \*Must be able to attend both days.

**Career Exploration Workshop-Fast Track @ Anoka Tech. College—2 Evenings**

**\*MUST HAVE Internet and basic computer knowledge to attend!\***

**Register: Call Anoka Technical College at 763-576-4700**

**Location: Anoka Technical College, Room 132 - 1355 West Highway 10, Anoka, MN 55303**

Identify your current skills, interests and values. Explore the tools you need to select the right career, build a career plan, and learn how to use on-line resources. \*Must be able to attend both days.

***Creative Job Search (CJS) Workshop—2 Days***

**This is an interactive, skills-based workshop designed for those who have identified a job title of interest, and a minimum of 20 skills related to that job.** Involves hands-on learning through small & large group discussion, individual exercises, presentation, and videotaping. To gain the most benefit, you are encouraged to attend both days.

***Prerequisite: Complete required Skills Worksheet located at Greeter's Desk.***

**► Tailoring Resumes & Cover Letters (CJS – Day 1)**

- Learn concepts to decide on the best format and content for your resume and begin to draft.
- Write basic, effective cover letters to introduce your resume.
- Learn how to complete a job application effectively so it gets you noticed.
- Find how to access the “hidden job market” using an effective networking strategy.
- Identify effective job references. Develop strategies of cold calling using the telephone.

**► Interviewing (CJS – Day 2)**

- Develop a powerful skills language, using the “Prove-It” Process.
- Discover what to do before, during, and after an interview to maximize the effectiveness.
- Learn how to effectively handle difficult questions and salary issues in the interview.
- Participate in a short videotaped interview and learn the importance of continuous practice.

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.