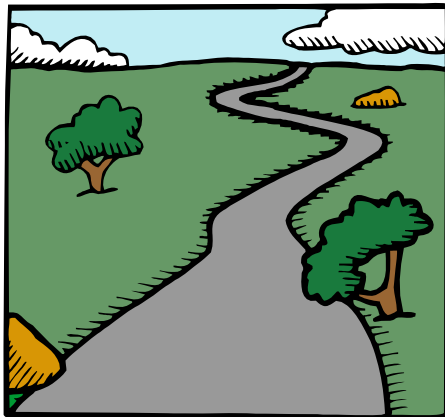


For more information contact

Minnesota Teamsters
Service Bureau

612-676-3700
www.mntsb.org



The path to success may be
winding, but you don't have
to go it alone.

Call for assistance.

612-676-3700

Participant comments

"You have been incredibly supportive, referred me to some really great classes and just been an all around great resource in helping me reach my goals. Thank you for your belief in me and your support."

"I appreciate all your support - my resume looks much more professional. It presents me as a more confident and professional woman and I owe it all to you and your great organization. I am most grateful."

"Thank you for all of your help, guidance and support. Beyond the financial assistance it is a comfort to have someone to provide counsel and perspective through a challenging period."

Minnesota Teamsters
Service Bureau

Dislocated Worker Program

2829 University Avenue SE
Suite 100
Minneapolis, MN 55414

Office: 612-676-3700
Fax: 612-676-3748
Toll free: 800-979-9725
TTY MN Relay: 1-800-627-3529
www.mntsb.org

LOST YOUR JOB?

We are here to help!

DISLOCATED WORKER PROGRAM



Providing career
direction for those in
transition

Services we offer

- Job search assistance
- Resume assistance
- Job preparation workshops
- Paid training programs
- Career assessment
- Financial support for bills
- On the job training
- Relocation assistance
- Resource room with computers, internet, printer, resume software, fax, phone, and copier

We eliminate barriers

We will help you remove barriers to effective job search.

- Obsolete skills
- Lack of job search skills
- Computer know-how
- Unclear goals
- Fear of age discrimination
- Transportation, Child care
- Financial burdens

Program details

Government grants fund our dislocated worker projects, so neither applicants nor prospective employers are charged a fee for these services. The Service Bureau specializes in providing a range of placement, training, and supportive services to assist dislocated workers to obtain re-employment.

Who is eligible?

You are eligible for the Dislocated Worker Program if you have been laid off from your job through no fault of your own. If you lost your job through a plant closing, downsizing, or company merger, you should apply for the program benefits. If you have questions, call to find out if you are eligible.



How do I enroll?

The first step toward enrollment is to attend our Intake/Orientation session and complete the program application form. To register for Intake, call:

612-676-3700

Lifelong commitment

The Service Bureau offers job placement services for life. These services include job search techniques and coaching, active job leads, resume development, cover and follow-up letters.

Professional staff

Our Vocational Counselors are all certified *Global Career Development Facilitators*, and are highly skilled in assisting you to become re-trained and re-employed.

Job search workshops

Career Assessment Workshop

Assess your current skills, interests, and work values and get the valuable information you need to decide on an employment goal.

Job Search Strategies

Develop skills necessary for a successful job search. Learn about current employment trends, informational interviewing and the hidden job market. Learn how to market yourself on the telephone and fill out job applications.

Your Interview Edge

Learn how to prepare for an interview, what questions you may be asked, and the answers that will give you the edge in the interview.

Resume Development Workshop

Learn the "Do's and Don'ts" about resumes. Discover the best resume format for your employment goal. Identify your key skills. Complete a worksheet to organize all the information needed for a quality resume.

Mature Worker Job Search Strategies

We may be over 40, but we're not over the hill. Learn job-search issues mature workers face and how to address them effectively with employers.

Master Internet Job Search

Learn what websites to use to find job leads, how to post your resume online, how to email your resume to employers, and how to complete online applications on employer websites. This hands-on workshop shows you the ropes for internet job search.

Career Branding

Learn how to focus your distinctive traits into a cohesive career brand and to communicate your value clearly and with impact to employers and in networking opportunities.

LinkedIn Overview

Learn the value of social media and LinkedIn as a tool for social networking that can help in your job search and well as maintaining your professional network throughout your career.