

Department of Employment and Economic Development (DEED) Adult Workforce Programs

BANKING

Agency	Training Description	Eligibility	Dates/Duration	Contact
<p>Project for Pride in Living (PPL) 1035 E Franklin Ave. Minneapolis, MN 612-455-5100</p>	<p>Train to Work Banking</p> <ul style="list-style-type: none"> • Customer service for positions such as teller, proof clerk and credit assessor • Learn banking terminology • Interact with managers and recruiters from banks • Possible opportunity for first interview with bank upon successful completion • Must attend a PPL Learning Center Information Session held at 9 a.m. every Mon. @ 1925 Chicago Ave, Mpls. 	<ul style="list-style-type: none"> • Primarily individuals who identify with minority ethnic/race populations • Must pass Criminal Background check and Drug Screen • HS Diploma/GED • Minimum of 6 months cash handling experience in the last 3 years • Type 30 wpm and 10 key pad at 3,000 kph, • Pass a TABE test at 6th grade level 	<ul style="list-style-type: none"> • Three weeks • 2014 Class Dates Apr. 28-May 16 July 21-Aug. 8 Nov. 3-21 • Applications due 2 weeks before class. 	<p>Ric Johns 612-455-5311</p> <p>May.Xiong 612-455-5309</p>

CONSTRUCTION

Agency	Training Description	Eligibility	Dates/Duration	Contact
<p>HIRED Multiple locations in the Twin Cities</p>	<p>Green Construction Trades Course</p> <ul style="list-style-type: none"> • Intro to carpentry and construction disciplines, with emphasis on green building skills • Students gain industry recognized credentials and have "hands-on" building experience • Sandburg Learning Center, Golden Valley 	<ul style="list-style-type: none"> • Disadvantaged job seekers • ELL • Hennepin County residents 	<ul style="list-style-type: none"> • April • Mon-Thu, 8am-4pm, for 4 weeks 	<p>Tony Basch 952-697-1329 sector.initiatives@HIRED.org</p>
<p>Blue Green Alliance 2828 University Ave. SE Ste. 200, Minneapolis</p>	<p>Build MN Green</p> <ul style="list-style-type: none"> • Receive OSHA 30, First AID/CPR, Green Awareness, blueprint reading, and hands on construction training 	<ul style="list-style-type: none"> • Individuals who identify with minority, ethnic or racial groups • Individuals returning to work from public assistance 	<ul style="list-style-type: none"> • Class start every 10 weeks. 	<p>Jerome Balsimo 612-466-4515</p>

CUSTOMER SERVICE

Agency	Training Description	Eligibility	Dates/Duration	Contact
<p>HIRED Multiple locations in the Twin Cities</p>	<p>Customer Service Professional Training</p> <ul style="list-style-type: none"> • For employment in customer service in retail sales, cashier, clerical, call center, office manager, restaurant host and dispatcher • Prepares students for the National Professional Certification in Customer Service • Classes are held at Village Creek South Precinct in Brooklyn Park. 	<ul style="list-style-type: none"> • Clean criminal background • Able to pass pre-employment drug screen • 2+ yrs. steady job history • Key-boarding at 30 wpm • Un-employed/low income • Advanced English language skills 	<ul style="list-style-type: none"> • Orientation: Mar. 18 • Class Dates: Mar. 24- Apr. 17, Mon-Thu., 9AM-12:30PM 	<p>Todd Erickson 952-697-1317</p>

HEALTHCARE

Agency	Training Description	Eligibility	Dates/Duration	Contact
<p>Anoka County (Blaine) WorkForce Center 1201 89th Ave NE Suite 235, Blaine, MN 763-783-4800</p>	<p>Health Care Pathways Training: Nursing Assistant Certification or Universal Healthcare Worker</p> <ul style="list-style-type: none"> • Nursing Assistant/Home Health Aide (5 credits) • Intro to Holistic Healing (2 credits) • First Aid and CPR - (1 credit) • Prerequisites: Career Connections: 40 hrs. of career exploration, Prep Training: 100 hrs. class to help strengthen skills 	<ul style="list-style-type: none"> • MFIP and DW 	<ul style="list-style-type: none"> • Next class starts August 2014 • 8 weeks of class • 130 hours & eight college credits 	<p>Donna 763-783-4915</p>
<p>East Side Neighborhood Services (ESNS) 1700 2nd St. NE Minneapolis, MN 612-781-6011</p>	<p>Intro to Health & Human Services Direct Service Careers</p> <ul style="list-style-type: none"> • Direct Support Professional working with people of all ages with disAbilities • Upon completion of training, participants may pursue internships leading to direct hire opportunities, child care aide training, CNA/HHA training, Accuplacer test preparation, job placement help. 	<ul style="list-style-type: none"> • Focus on persons of color (minority/ethnic) 	<ul style="list-style-type: none"> • Program starts again in Fall 2014 • 3 month program 	<p>Mara Johnson 612-787-4051</p>
<p>Good Will Easter Seals Multiple locations in the Twin Cities</p>	<p>Healthcare Careers</p> <ul style="list-style-type: none"> • Financial aid and academic support for a healthcare career. • Enroll at St. Paul College to earn a Medical Office Certificate, Medical Coding Diploma, Medical Transcriptionist / Healthcare, Documentation Specialist Certificate, Licensed Practical Nursing Diploma, Phlebotomy Technician Certificate 	<ul style="list-style-type: none"> • Focus on individuals who are deaf or hard of hearing • No criminal background • High School Diploma or GED • TABE 8th grade reading & 8th grade Applied Mathematics; willingness to take the AccuPlacer 	<p>Classes TBA</p>	<p>Kerry Ruckdashel 651-379-5625 Merle Greene 651.647.0191, ext. 317</p>
<p>HIRED Multiple locations in the Twin Cities</p>	<p>Pre-Certified Nursing Assistant Program</p> <ul style="list-style-type: none"> • Preparation for success in the college-level CNA class at Hennepin Technical College (HTC). • Students who complete class receive extra support as they transition to HTC. 	<ul style="list-style-type: none"> • ABE, GED, advanced ESL students or those who must re-take CNA class to pass • Must be drug free • Pass background check • Must be able to lift 30 lbs. • US work eligibility 	<ul style="list-style-type: none"> • April 11-June 10 	<p>Andrea Peterson 952-697-1366</p>
<p>HIRED Multiple locations in the Twin Cities</p>	<p>Integrated Certified Nursing Assistant</p> <ul style="list-style-type: none"> • Intro to basic human needs, health/illness continuum, basic personal care skills with 24-hrs. of clinical care • Class has intensive assistance over a longer time to increase success • Required study sessions and clinicals • Class @ Hennepin Technical College (HTC), Brooklyn Park 	<ul style="list-style-type: none"> • ABE, GED, or advanced ESL students or those who need to re-take CNA class to pass • Drug free • Background check • Can lift 30 lbs. • US work eligible • PRE-CNA class or Accuplacer Reading score of 56+ taken within past 2 yrs. 	<ul style="list-style-type: none"> • Mar. 20-April 29 • Monday & Tuesday, 1-5:40 PM • Thursdays, 1-4:30 PM (required study session) 	<p>Andrea Peterson 952-697-1366</p>
<p>HIRED Multiple locations in the Twin Cities</p>	<p>Medical Terminology</p> <ul style="list-style-type: none"> • Foundations and vocabulary for the health-care field. • Passing students earn 2 credits transferable to Hennepin Technical College. Eisenhower Community Center, Hopkins 	<ul style="list-style-type: none"> • At least 18 years old • Advanced ESL minimal • HS diploma or ABE/GED student • Work eligible 	<ul style="list-style-type: none"> • No class currently scheduled but will hold class again in the future. 	<p>Andrea Peterson 952-697-1366</p>

Agency	Training Description	Eligibility	Dates/Duration	Contact
Project for Pride in Living (PPL) 1035 East Franklin Ave. Minneapolis, MN 612-455-5100	Healthcare Plus: CNA Specialty Training: <ul style="list-style-type: none"> •College level CNA specialty training program helps advance CNA skills in patient care for a multitude of healthcare settings, including long-term care facilities, clinics, and hospitals. 2-week internship provided. •Attend 1-hour info session any Mon., 9AM, PPL Learning Ctr., 1925 Chicago Ave. 	<ul style="list-style-type: none"> • Must be a CNA in good standing on the MN Nurses Assistant Registry • Have six months of work experience within the last three years (CAN experience preferred) 	<ul style="list-style-type: none"> • 2014 Sessions: Mar. 24, TBA dates for June and Aug. • 3 month class • 2 nights a week • 5:30 - 8:30 p.m. 	Tracy Zachary 612-455-5292 or Lauren John
Project for Pride in Living (PPL) 1035 East Franklin Ave. Minneapolis, MN 612-455-5100	Clerical & CNA Healthcare: <ul style="list-style-type: none"> •Improve computer knowledge and understanding medical terminology/electronic health records, along with CPR & First Aid certification. •Increase your opportunities for career advancement. •Two-week internship provided. 	<ul style="list-style-type: none"> • Disadvantaged job seekers • CAN: Pass Criminal Background; have proof of core immunizations • Clerical Healthcare: HS Diploma/GED, type 40 wpm, pass MS-WORD assessment, 1 yr. work experience in clerical/admin within the past 3 years. 	<ul style="list-style-type: none"> • 2014 Start Dates Mar. 17, June 2, Aug. 11 and Oct 20 5 week class • Monday - Friday 8:00am - 4:00pm 	Tracy Zachary 612-455-5292 or Lauren John

HORTICULTURE

Agency	Training Description	Eligibility	Dates/Duration	Contact
Hmong American Partnership 1075 Arcade Street, St Paul, MN	Horticulture <ul style="list-style-type: none"> •Training in horticulture and farming from Century College •Free tuition and books. •Earn credits towards a certificate or degree in Agriculture/Horticulture •Wrap around services •On the job training 	<ul style="list-style-type: none"> • Hmong and ELL adults •Program orientation required •High school diploma/GED •ABE eligible •Background/knowledge in agriculture •Pass TABE with score of 518-566 for reading • Ability to commit to 25 hrs/week of school and on the job training 	<ul style="list-style-type: none"> • Eight-week course • Next class in June, date TBA 	Karol Durdle 651-495-1502

HOSPITALITY

Agency	Training Description	Eligibility	Dates/Duration	Contact
East Side Neighborhood Services (ESNS) 1700 2nd St. NE, Minneapolis, MN	Leadership in Hospitality <ul style="list-style-type: none"> • Program for those motivated to advance into positions of responsibility in the food service and hospitality fields • Classes held at Northside Adult Basic Ed, 1250 W. Broadway Ave. •Off-site training at Normandale Community College • Transportation provided. 	<ul style="list-style-type: none"> • Focus on persons of color (minority/ethnic) 	<ul style="list-style-type: none"> •June 16-July 24 Monday-Thursday 1-4:30 p.m. 	Mara Johnson 612-787-4051

INFORMATION TECHNOLOGY (IT)

Agency	Training Description	Eligibility	Dates/Duration	Contact
Jewish Family and Children's Service of Minneapolis 3100 Wayzata Blvd., Minnetonka, MN 952-546-0616	IT Pathways Bootcamp <ul style="list-style-type: none"> For those interested in an IT career but who are not yet ready for the IT-Ready Apprentice Program described below Increase academic skills and build a base knowledge of IT terminology and concepts. 	<ul style="list-style-type: none"> Low-income and populations under-represented in IT such as women and minorities Laid-off workers with skills no longer in high demand Those in part-time jobs that don't offer career growth Veterans, their spouses and caregivers. 	<ul style="list-style-type: none"> Call for dates 	Margie Earhart 952-542-4815 or Mary Bahneman 952-417-2111
Jewish Family and Children's Service of Minneapolis 3100 Wayzata Blvd. Minnetonka, MN 952-546-0616	IT-Ready Apprentice Program <ul style="list-style-type: none"> Technical and soft skills development Industry standard credential testing 6-month paid apprenticeship Stepping-stone to IT career pathways: Service Help Desk, Network Admin, Database Admin and IT Security and Networking Trainees supported by IT mentors Access to free online training for additional certifications 	<ul style="list-style-type: none"> Low-income individuals and populations under-represented in the IT industry such as women and ethnic minorities Laid-off workers whose skill sets are no longer in high demand Individuals in part-time jobs that don't offer career growth Veterans, their spouses and caregivers. 	<ul style="list-style-type: none"> 8-week or 12-week Class Starts: May, 2014. Date TBA 	Margie Earhart 952-542-4815 or Mary Bahneman 952-417-2111
Jewish Family and Children's Service of Minneapolis 3100 Wayzata Blvd. Minnetonka, MN 952-546-0616	IT Pathways 2.0 <ul style="list-style-type: none"> Professional soft skills development and job coaching assistance for those with IT credentials or field experience An IT-specific networking group will be developed to add career-targeted information and support to help participants to obtain and maintain new jobs 	<ul style="list-style-type: none"> Low-income individuals and populations under-represented in the IT industry such as women and ethnic minorities Laid-off workers whose skill sets are no longer in high demand Individuals in part-time jobs that don't offer career growth Veterans, their spouses and caregivers. 	<ul style="list-style-type: none"> Dates to be announced. 	Margie Earhart 952-542-4815 or Mary Bahneman 952-417-2111

MANUFACTURING AND CONSTRUCTION

Agency	Training Description	Eligibility	Dates/Duration	Contact
AccessAbility Inc. 360 Hoover Street NE, Minneapolis, MN 612-331-5958	3 Phase Manufacturing/Construction Training <ul style="list-style-type: none"> Phase I: Work at an AccessAbility business such as materials recycling or packaging and assembly Phase II: Work for an AccessAbility-owned business at an external employer; such as light industrial work Phase III: Secure a permanent job with the Phase II employer or another external business. 	<ul style="list-style-type: none"> Those who identify with minority ethnic/race populations, chronically unemployed ex-offenders of color in the Phillips neighborhood and North Mpls. Will not turn away candidates matching target population from other areas of TC 	<ul style="list-style-type: none"> 3 months to one year depending on participant Enrollment ongoing 	Lisa Lundmark 612-852-1805
Anoka County Workforce Center 1201 89th Ave NE, Suite 235, Blaine, MN 763-783-4800	Precision Sheet Metal Training <ul style="list-style-type: none"> Prerequisites include: Career Connections: 2 wks. (40 hrs.) career exploration Shop Math (25 hours) 	<ul style="list-style-type: none"> Older workers and those returning to work from public assistance Priority to Anoka Co. residents 	<ul style="list-style-type: none"> 9 wks. -100 hrs. Begins July, 2014 Dates TBA 	Donna 763-783-4915

EMERGE 1101 West Broadway Minneapolis, MN	Machining: • 18 college credits and credentials in manufacturing fundamentals, manual milling, turning technology, and CNC Set-up & Operations • Certification(s) National Institute of Metalworking Skills • Classes held in North Mpls. and at Hennepin Technical College's Brooklyn Park campus • Transportation provided from North Minneapolis to HTC	• North Minneapolis residents	• 9 months Starts in April, 2014	Holly Larsen 612-787-3789
HIRED Multiple locations in the Twin Cities	M-Powered CNC Training • Technical training, critical/soft skills and industry credentials including National Institute of Metalworking Skills (NIMS) and American Quality Society (ASQ) ICP Certification • Counseling provided to help reduce employment and educational barriers • Resources: childcare, bus fare, and temporary employment. Classes held at Hennepin Technical College, Brooklyn Park	• High school diploma or GED • Accuplacer assessment • Drug free • US Work eligibility • Requires advanced math/measurement skills	• 1 st semester: May 27-Aug.14: • 2nd semester TBD, but will be in the fall • M, T, W and TH • 5-8:50PM	Katherine Stanley 952-995-1343 Rich Kelly 763-488-2728

OFFICE & ADMINISTRATIVE TECHNOLOGY

Agency	Training Description	Eligibility	Dates/Duration	Contact
Anoka County Job Training Center 1201 89th Ave NE Suite 235, Blaine, MN 763-783-4800	Office & Administrative Technology Training • Master's Certificate in Microsoft Office • Prerequisites include: Career Connections: Two weeks of class (40 hours) focused on career exploration • Prep Training: Three weeks of class (30 hours) basic computer skills, office/math skills, business professional writing and emailing skills.	• Older workers and those returning to work from public assistance • Priority to Anoka Co. residents	• Seven weeks of class (110 hours) • Orientation: May-June • Career Exploration: July • Class: Aug.	Donna 763-783-4915

TRANSPORTATION

Agency	Training Description	Eligibility	Dates/Duration	Contact
HIRED Multiple locations in the Twin Cities	Driver and Customer Service Professional Training • Training for driving jobs in the transportation industry, specifically vehicle driving for people and products • Preparation for Class A or B / CDL General Knowledge, Air Brakes, Passenger, School Bus, Hazardous Materials, Tanker, Combination Vehicles • Classes held at Village Creek, Brooklyn Park	• Clean driving record/criminal background • 2+ years steady job history in past 5 years • 2+ years as a licensed driver • Pass pre-employment physical and drug screen • Currently unemployed/low income • U.S. work eligibility • Advanced English language skills	• Customer Service training Mar 24 - April 17 Transportation training to follow, ending May 8	Todd Erickson 952-697-1317

TRAINING AND CAREER ASSISTANCE FOR REFUGEES AND IMMIGRANTS

Agency	Training Description	Eligibility	Dates/Duration	Contact
CAPI 3702 E. Lake St. Minneapolis, MN 612-721-0122	Immigrant Career Pathways • Services to help immigrants secure credentialed training, education, and jobs. • Career planning, job search coaching, assistance in securing financial aid and support services	• Ethnic minorities (unemployed immigrants not eligible for MFIP and Refugee Employment Services	• Ongoing	Yaomee Xiong 612-767-3689 Mary Onyshuk 612-767-3690

