

**JANUARY 2024**



Interfaith  
Outreach™

Employment

# IOCP COMPUTER LAB OFFERINGS

## OPEN LAB HOURS

- Resume/Cover Letters
- Find Jobs in Demand
- Application Help
- Interview Coaching
- Internet and Printer/Copier available

*No appointment needed.*

## JANUARY 2024

MON	TUES	WED	THURS	FRI
1 IOCP Closed	2	3 Open Lab 2 - 5 pm	4 Open Lab 9am-12pm	5
8 Open Lab 9am-12pm	9	10 Open Lab 2 - 5 pm	11 Open Lab 9am-12pm	12
15 IOCP Closed	16	17 Open Lab 2 - 5 pm	18 Open Lab 9am-12pm	19
22 Open Lab 9am-12pm	23 Workshop 2-245pm	24 Open Lab 2 - 5 pm	25 Open Lab 9am-12pm	26
29 Open Lab 9am-12pm	30	31 Open Lab 2 - 5 pm		

IOCP Employment Services are open to adult (18+) residents of Hamel, Long Lake, Medicine Lake, Medina, Minnetonka Beach, Orono, Plymouth (west of I-494) and Wayzata.

## EVENTS/WORKSHOPS

- Resume/Cover Letters
- Find Jobs in Demand
- Interview Coaching

**“Making It Work from Home: Tools & Tips for Remote Job Seekers”**

**Tuesday, January 23, 2024  
(2-2:45 p.m.)**

onsite or online

To sign up for this workshop,  
please visit

**[www.signupgenius.com/go/ES-Workshops](http://www.signupgenius.com/go/ES-Workshops)**

## DIGITAL LITERACY TUTORING

- Computer Basics
- Computer/Typing Skills
- Microsoft Word
- Microsoft Excel
- Self-Learning Tools

Drop in during computer lab  
open hours or schedule an  
appointment.

## Contact Employment Services

- Visit online [iocp.org/employment](http://iocp.org/employment)
- Email [employmentservices@iocp.org](mailto:employmentservices@iocp.org)
- Call (763) 489-7500