CareerForceMN.com
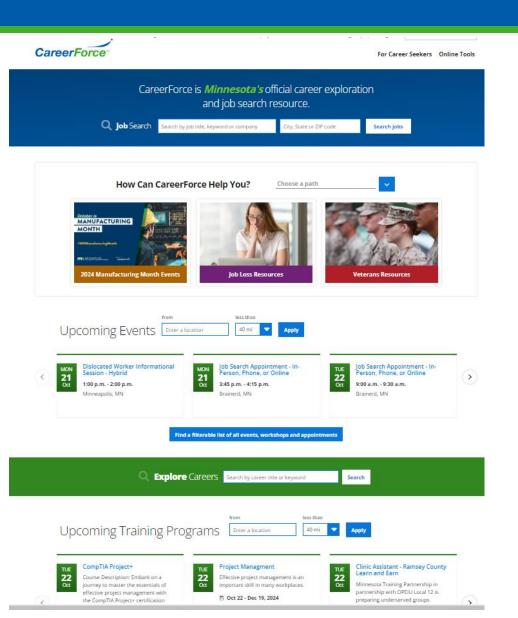# Training Program Finder

Adult Career Pathways - October 21, 2024
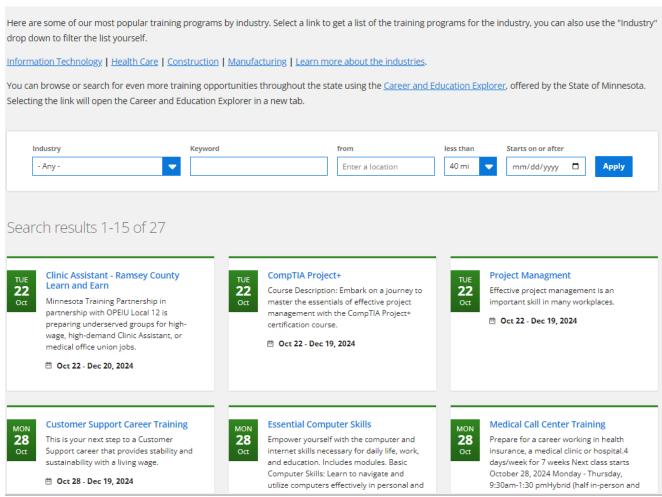
CareerForceMN.com

Minnesota's Career Resource

Training Program Finder

Job seekers can search for upcoming, **no-cost** training programs or courses on CareerForceMN.com

Training Program Finder

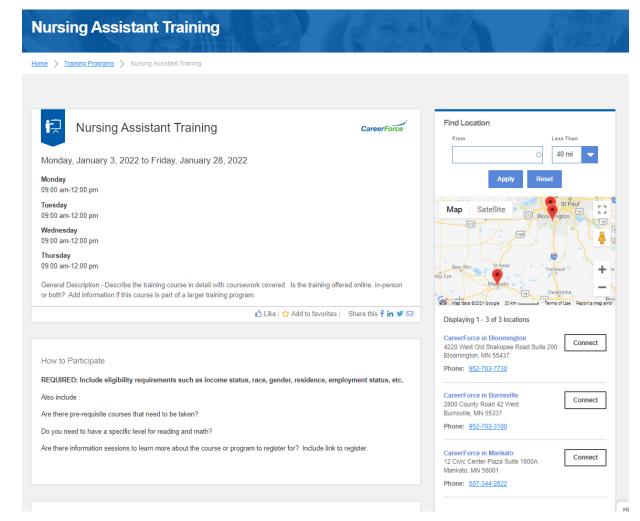Training courses and/or programs can be searched by:

- Industry
- Keyword
- Location
- Start Date

Training Program Finder

Training courses and/or programs will provide information on:

- Training Overview
- Dates
- Days and Times
- How to Participate
- Outcomes
- Occupational Details
- Eligibility requirements

Training Program Finder

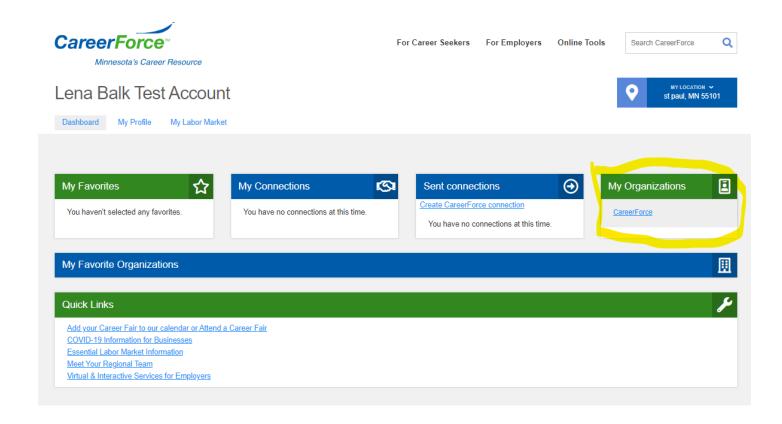Content to be added is for **no-cost** training, funded by programs such as:

- Adult Career Pathways, Pathways to Prosperity, and Direct Appropriation
- Other state funded training grants
- Funding from city, county, or workforce development boards
- Foundation or other training grants
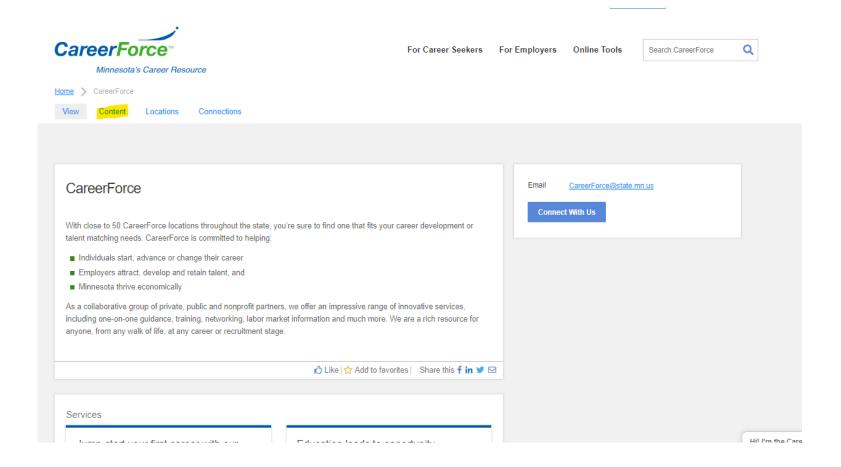
Adding Training Program Content

Partner organizations must have a location page, designated staff must have an account and be assigned the role of **Group Manager** for the organization to be able to add content.

- Individuals identified for this responsibility will need to create a staff/partner account on CareerForceMN.com

- Individuals who need Group Manager access will also need to email the help desk at careerforce@state.mn.us to request access and include their supervisor in the request after they have created the account.

- Once the content is submitted it is reviewed and approved by the help desk staff to published on the platform.
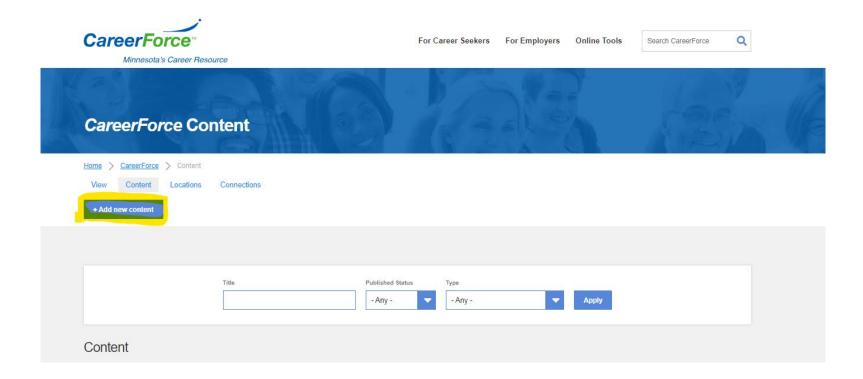
CareerForceMN.com

Adding Content

Log into account and under My Organizations select Group – CareerForce Location or Partner Organization Name

Adding Content

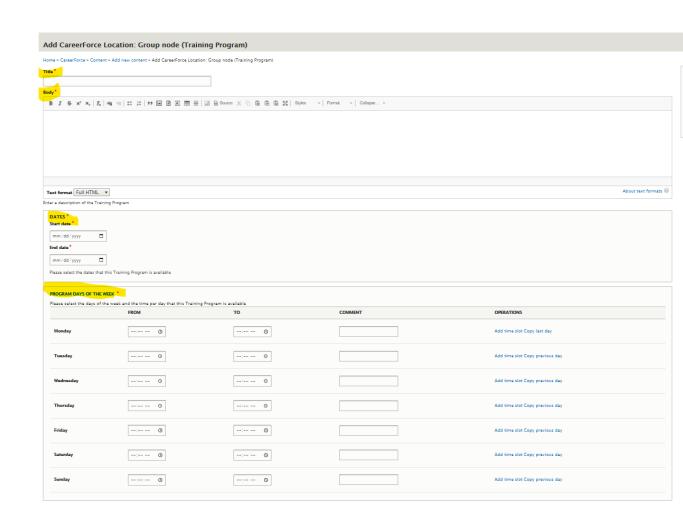## Select Content

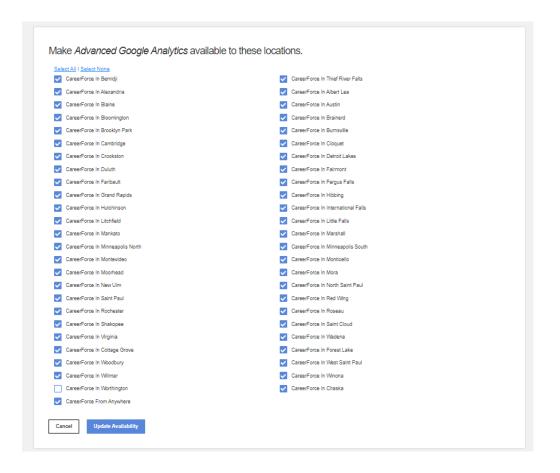# Adding Content

Select Add new content

Adding Content
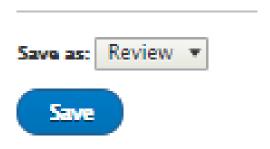
Start added content to fields including:

- Title
- Body
- Dates - Course will be displayed on the website until the start date has passed.
- Program Days
- Scheduled or Self-paced
- Outcomes
- SOC Code
- Contact Name
- Phone/Email
- Program Costs
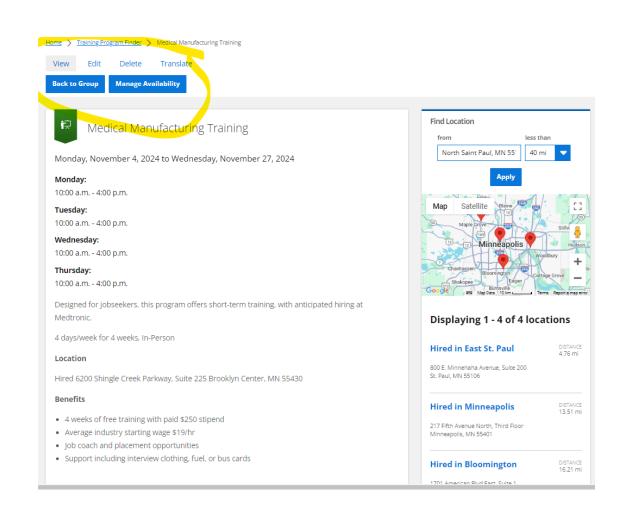- Virtual or In-person

Adding Content

Select the location or locations the training will occur or is associated with.

After adding all the content please mark it for review and select save.

Save as: Review ▼

Save

Adding Content

- Once the content is submitted it is reviewed. If approved, it is published by the CareerForce Help Desk.

- Select Edit or Manage Availability to change or remove.

Adding Content

Steps to add training program content available in the Training Program Content Guide on the Staff and Partner Page on CareerforceMN.com at https://www.careerforcemn.com/node/58020

- **Training Resources**
  - Joint ABE CareerForce Meeting - Conditional Work Referrals
  - How to Use CareerForceMN.com: Tip Sheets and How-To Videos for Common Functions
  - **Creating and Submitting Training Program Content**
  - CareerForceMN.com Release Notes
  - What's New with CareerForce Webinar Recordings
  - Archived Training Webinar Recordings
  - Disability and Employment eLearning Modules

Questions related to the process or access can be sent to careerforce@state.mn.us or call the CareerForce Information and Assistance Line at 651-259-7500

Thank You!

Lena Balk

Help Desk and Employer Services Manager

651-259-7594

lena.balk@state.mn.us

CareerForce Information and Assistance Line

651-259-7500

careerforce@state.mn.us