

APRIL 2024

GoodSkills

Goodwill Industries of New Mexico Training

FREE CLASSES! OPEN TO THE COMMUNITY!

SUN MON TUES WED THUR FRI SAT

REGISTRATION REQUIRED FOR ALL CLASSES FREE IN-PERSON CLASSES OPEN TO THE COMMUNITY

In-Person CLASS LOCATION

TO REGISTER: SCAN QR CODE... OR GO ONLINE to www.goodwillnm.org... OR CALL 505.314.1875...OR EMAIL cweaver@goodwillnm.org FOR ASSISTANCE.

1	2	3	4	5	6	@ 6001 LOMAS	
Career Compass N: Career Exploration 12:30 pm -2:00 pm Money Management 2:30 pm - 3:30 pm	Career Compass E: Resume/Applying 12:30 pm- 2:00 pm Job Search Support 2:30 pm - 3:30 pm	Career Compass S: Interview/Soft Skills 12:30 pm - 2:00 pm Internet Basics 2:30 pm - 3:30 pm	COMMUNITY RESOURCE FAIR Need assistance? Offering in-person access to resources @ 5000 SAN MATEO 1:00 PM -4:00 PM	Career Compass W Your New Job 12:30 pm - 2:00 pm Stress Management 2:30 pm - 3:30 pm			
7	8	9	10	11	12	13	@ 5000 SAN MATEO
	Computer Basics 9:00 am - 10:15 am Computer Practice 10:30 am -11:45 am	Career Compass E: Resume/Applying 1:00 pm- 2:30 pm Job Search Support 3:00 pm - 4:00 pm	Excel for Beginners 1:30 pm - 2:45 pm Microsoft Windows: File Explorer 3:00 pm - 4:00 pm	COMMUNITY CAREER FAIR 1-3 pm Meet the hiring managers of large companies...hand out your resume...get valuable job leads!			
14	15	16	17	18	19	20	@ 6001 LOMAS
		Professional First Impressions 1:00 pm - 2:15 pm Career Compass S: Interview/Soft Skills 2:30 pm - 4:00 pm	Internet Basics 9:30 am - 10:45 am Computer Practice 11:00 am-12:15 pm	Excel for Business Professionals 9:30 am - 10:45 am Stress Management 11:00 am-12:30 pm	Excel Advanced: Data Validation 9:30 am-11:00 am		
21	22	23	24	25	26	27	@ 5000 SAN MATEO
	Thinking Critically 9:00 am - 10:00 am Money Management 10:30 am -11:30 am	Professional First Impressions 1:00 pm - 2:15 pm Career Compass S: Interview/Soft Skills 2:30 pm - 4:00 pm	Excel for Business Professionals 1:00 pm - 2:15 pm Excel Advanced: Pivot Tables 2:30 pm- 4:00 pm	COMMUNITY CAREER FAIR 1-3 pm Meet the hiring managers of large companies...hand out your resume...get valuable job leads!			
28	29	30					

Stress Management:Detailed look at causes of stress & strategies to overcome. Stress Less
Thinking Critically: Become better thinkers. Build analytical skills/determine info validity
Excel for Beginners: Intro to Excel that covers basics functions: formatting,formulas, & more.
Excel for Business Professionals: Workshop intro to spreadsheet features including sorting, formatting,filtering & basic formulas.

EXCEL ADVANCED-DATA VALIDATION: Next level look at VLOOKUP, WEEKDAY, SUMIFS, "absolute vs relative" cells & data validation.
EXCEL ADVANCED-PIVOT TABLES: In-depth review of PivotTable construction & use.
PROFESSIONAL FIRST IMPRESSIONS: Use of time management, appearance, words & body language for a good first impression.
JOB SEARCH SUPPORT: Drop-in space for students to meet with GS Instructor on questions regarding job searches, applying for jobs online, resumes and resources



LEARN.
GROW.
SUCCEED.

PRODUCTION ASSISTANT TRAINING

REGISTER ONLINE FOR 2-DAY TRAINING EVENT

goodwillnm.org/production-assistant-training.html

Our 2 day training session helps you improve your odds of successfully finding an entry-level Production Assistant job on a New Mexico Film or Television Production

APRIL 27TH & APRIL 28TH

9:00 AM - 5:00 PM

COMMUNITY RESOURCE FAIR

ARE YOU NEEDING ASSISTANCE?

In-person access to local resources for food, housing, shelter, clothing, medical, mental health, employment & MORE!

APRIL 4TH @ 5000 SAN MATEO BLVD NE

1:00 PM - 4:00 PM

Career Compass Employment Skills Series:

N/Career Exploration: Explore career interests, identify skills,analyze potential jobs via SWOT
E/Resume & Applying: Create/improve resume and learn how to apply to jobs online
S/Interview & Soft Skills: Best practices in interviewing & professional communication
W/Your New Job: Building relationships,a good attitude, knowledge & behavior skills at work

COMPUTER BASICS: Basic parts of computer like buttons,ports,hardware,software,OS etc

COMPUTER PRACTICE: Workshop for online search,email,Microsoft/Google Apps, create & upload files. Take class multiple times!

MICROSOFT WINDOWS-FILE EXPLORER:

Learn to navigate Windows OS and how to download,upload,save,organize & find files.

INTERNET BASICS: What is internet,search engine,browser,online safety & email basics

MONEY MANAGEMENT:Financial literacy class on paychecks,budgets,expenses & credit