



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
classes held at 5000 SAN MATEO BLVD NE	LEARN. GROW. SUCCEED. INSPIRE.	1 CAREER COMPASS N: Explore A Career 1:00 pm - 2:15 pm Internet Basics 2:30 pm - 3:30 pm	2 CAREER COMPASS E: Resume/Applying 1:00 pm - 2:15 pm	3 CAREER COMPASS S: Interviewing 1:00 pm - 2:15 pm Money Management 2:30 pm - 3:30 pm	4 CAREER COMPASS W Your New Job 2:00 pm - 3:15 pm	5 YOU DONATE ITEMS TO GOODWILL 	
		6 classes held at 6001 LOMAS BLVD NE	7 Resiliency 9:30 am - 11:00 am	8 Excel-Beginners 9:30 am - 11:00 am First Impressions 11:30 am - 12:30 pm	9 Microsoft: Explorer 9:30 am - 10:45 am Internet Basics 11:00 am - 12:00 pm	10 RESOURCE FAIR 9:00 AM-3:00 PM BE PRO BE PROUD MOBILE WORKSHOP 20+Organizations Resources onsite 5000 SAN MATEO	11 Microsoft Word 9:30 am - 10:45 am Microsoft PowerPoint 11:00 am -12:15 pm
classes held at 5000 SAN MATEO BLVD NE	14 Stress Management Workshop 9:00 am - 10:30 am	13	15 Microsoft Word 9:00 am - 10:15 am Microsoft PowerPoint 10:30 am -11:45 am	16 Thinking Critically 9:00 am - 10:00 am First Impressions 10:30 am -11:30 am	17 Excel-Beginners 9:00 am- 10:30 am Cybersecurity 11:00 am -12:00 pm	18	19 REVENUE FUNDS OUR FREE PROGRAMS & SERVICES 
		20 classes held at 6001 LOMAS BLVD NE	21 Resiliency Workshop 9:30 am - 11:00 am	22 Intro to Coding 1:00 pm - 2:15 pm Coding Workshop 2:30 pm - 3:30 pm	23 Game Development 1:00 pm-2:30 pm Money Management 3:00 pm- 4:00 pm	24 COMMUNITY CAREER FAIR 1-3 pm Meet company hiring managers.. job leads! 5000 SAN MATEO	25 App Development 1:00 pm-2:30 pm Microsoft Word 3:00 pm- 4:15 pm
27	28	29	30				

## DigitalSkills

**INTERNET BASICS:** Learn about the internet , search engines, browsers & online safety.

**EXCEL- BEGINNERS:** Workshop intro to spreadsheet features:sorting, formatting, filtering & basic formulas

**EXCEL-FUNCTIONS:** Learn about VLOOKUP, WEEKDAY, SUMIFS, "absolute vs relative" cells and data validation. **Coming Soon**

**EXCEL-PIVOT TABLES:** In-depth review of PivotTable construction & use **Coming Soon**

**EXCEL MINDSET:** Focus on mental & analysis skills needed to use excel well **Coming Soon**

**MICROSOFT WORD:** Format, save, spellcheck documents Learn to space & insert images/shapes. Design layout.

**MICROSOFT POWERPOINT:** Learn to design, animate slides and play/save presentations.

**MICROSOFT EXPLORER:** How to download, upload, save, organize & find files. Navigating Windows OS.

**CYBERSECURITY:** Learn to identify cyber threats, phishing & how to protect your digital assets.

**INTRO TO CODING:** Programming overview of JavaScript, Python and web development.

**CODING WORKSHOP:** Fun coding games to build coding skills in JavaScript & Python

**APP DEVELOPMENT:** Intro to app coding, a look at iOS & Android, plus interactive learning exercises.

**GAME DEVELOPMENT:** Intro to creating video games and using game engines

## LifeSkills/WellnessSkills

**STRESS MANAGEMENT:** Detailed look at causes of stress & strategies to overcome.

**RESILIENCY:** In-depth look at how to withstand & recover from the difficulties of life.

**STRESS MANAGEMENT WORKSHOP:** Discover meditative/other practice to relieve stress

**RESILIENCY WORKSHOP:** Discover tools to develop plan to strengthen resiliency skills

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

**THINKING CRITICALLY:** Become better thinkers. Build analytical skills, learn to determine the validity of information.

## EmploymentSkills

Career Compass Employment Skills Series (NESW):

**N/EXPLORE A CAREER:** Explore career interests, identify existing skills & analyze for potential jobs

**E/RESUME & APPLYING:** Create/improve resume and learn how to apply for jobs online better.

**S/INTERVIEWING:** Best practices in interviewing & professional communication for success.

**W/YOUR NEW JOB:** Building relationships, good attitude & behavior skills to grow in your new position.

**FIRST IMPRESSIONS:** Using time management, words, appearance & body language to make good impression.