






DECEMBER 2024

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

****REGISTRATION REQUIRED FOR ALL CLASSES****

In-Person
CLASS
LOCATION

SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3 Career Compass N: Career Exploration 9:00 am - 10:15 am Internet Basics 10:30 am- 11:30 am	4 Career Compass E: Resume/Applying 9:00 am - 10:15 am Stress Management 10:30 am- 12:00 pm	5 Career Compass S: Interview/Soft Skills 9:00 am - 10:15 am Money Management 10:30 am- 11:30 am HOLIDAY RESOURCE FAIR 1PM-4PM	6 Career Compass W: Your New Job 9:00 am - 10:15 am	7
8	9 Microsoft Word 9:30 am - 10:45 am Microsoft PowerPoint 11:00 am- 12:15 pm	10 Excel for Beginners 9:30 am- 11:00 am Cybersecurity 11:30 am- 1:00 pm	11	12 COMMUNITY CAREER FAIR 1-3 pm Meet company hiring managers...hand out your resume...get valuable job leads! 5000 San Mateo Blvd NE	13 Excel Advanced: Data Validation 9:30 am - 11:00 am	14
15	16 Microsoft Word 12:00 pm - 1:15 pm Microsoft Windows: File Explorer 1:30 pm - 2:45 pm	17 Stress Management Workshop 12:00 pm - 1:15 pm Excel for Business Professionals 1:30 pm -2:30 pm	18	19 Critical Thinking with Excel 2:30 pm - 4:00 pm	20 Excel Advanced: Pivot Tables 2:30 pm - 4:00 pm	21
22	23  YOU DONATE ITEMS TO GOODWILL	24  DONATIONS ARE SOLD IN GOODWILL STORES	25 MERRY CHRISTMAS  HAPPY HANUKKAH	26  THE REVENUE FUNDS OUR FREE PROGRAMS/SERVICES	27  NEW MEXICANS FIND JOBS!	28
29	30	31	**REGISTRATION REQUIRED FOR ALL CLASSES**			

@
5000 SAN MATEO BLVD NE

@
6001 LOMAS BLVD NE

@
5000 SAN MATEO BLVD NE

NO CLASSES THIS WEEK

DIGITAL LEARNING SKILLS

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.

CRITICAL THINKING WITH EXCEL: Overview of the skills needed to use Excel well. This class focuses more on assorted mental skills and analysis skills than on Excel skills.

MICROSOFT WINDOWS-FILE EXPLORER: Learn to navigate Windows OS and how to download, upload, save, organize & find files.

MICROSOFT-POWERPOINT: Learn to design & animate slides & play/save presentations.

MICROSOFT-WORD: Learn how to layout, format & save documents as well as spellcheck, spacing & inserting images/shapes.

  **LEARN. GROW. SUCCEED.**

DIGITAL LEARNING SKILLS

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

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

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

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

HOLIDAY RESOURCE FAIR on 12/5/24 at 5000 San Mateo Blvd NE 1 pm-4 pm
Are you needing assistance? Have you experienced roadblocks? Goodwill understands the path to support isn't always clear. Our Holiday Community Resource Fair offers in-person access to local resources.
Resource categories include: Food, shelter, medical, mental health & more

EMPLOYMENT SKILLS

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, good attitude, knowledge & behavior skills at work.

RESUME WORKSHOP: hands on workshop to create or improve your resume.

PROFESSIONAL FIRST IMPRESSIONS: Use of time management, appearance, words & body language for a good first impression

HEALTH & WELLNESS SKILLS

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

STRESS MANAGEMENT WORKSHOP :Detailed look at meditative & other practices to relieve stress.

LIFE SKILLS

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