


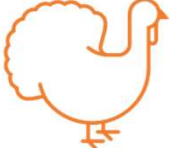





NOVEMBER 2024

In-Person CLASS LOCATION

REGISTRATION REQUIRED FOR ALL CLASSES

SUN	MON	TUES	WED	THUR	FRI	SAT
3	4 Career Compass N: Career Exploration 1:00 pm - 2:15 pm Internet Basics 2:30 pm - 3:30 pm	5 Career Compass E: Resume/Applying 1:00 pm - 2:15 pm Money Management 2:30 pm - 3:30 pm	6 Career Compass S: Interview/Soft Skills 2:00 pm - 3:30 pm	7 Career Compass W Your New Job 2:00 pm - 3:30 pm	8 Resiliency 2:00 pm - 3:30 pm	9 @ 5000 SAN MATEO BLVD NE
10	11 Stress Management 9:30 am - 11:00 am	12 Microsoft Windows: File Explorer 9:30 am - 10:45 am Excel for Beginners 11:00 am - 12:30 pm	13 Microsoft Word 1:00 pm - 2:15 pm Resume Workshop 2:30 pm - 4:00 pm	14 Cybersecurity 9:30 am - 11:00 am CAREER FAIR @ SAN MATEO 1PM-3PM	15 Critical Thinking with Excel 2:30 pm - 4:00 pm	16 @ 6001 LOMAS BLVD NE
17	18 Microsoft Word 9:00 am - 10:15 am Microsoft PowerPoint 10:30 am - 11:45 am	19 Excel for Business Professionals 9:00 am - 10:30 am Cybersecurity 11:00 am - 12:30 pm	20 Intro to Coding 9:00 am - 10:15 am Coding Workshop 10:30 am - 11:30 am	21 Communication Skills 9:00 am - 10:15 am Excel Advanced: Data Validation 10:30 am - 12:00 pm	22 Resiliency Workshop 9:00 am - 10:15 am Excel Advanced: Pivot Tables 10:30 am - 12:00 pm	23 @ 5000 SAN MATEO BLVD NE
24	25  YOU DONATE ITEMS TO GOODWILL	26  DONATIONS ARE SOLD IN GOODWILL STORES	27  THE REVENUE FUNDS OUR FREE PROGRAMS/SERVICES	28 HAPPY THANKSGIVING 	29  NEW MEXICANS FIND JOBS!	30 NO CLASSES THIS WEEK

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.

<p>DIGITAL LEARNING SKILLS</p> <p>EXCEL FOR BEGINNERS: Intro to Excel that covers basics functions: formatting, formulas, & more.</p> <p>EXCEL FOR BUSINESS PROFESSIONALS: Workshop intro to spreadsheet features including sorting, formatting, filtering & basic formulas.</p> <p>EXCEL ADVANCED-DATA VALIDATION: Next level look at VLOOKUP, WEEKDAY, SUMIFS, "absolute vs relative" cells & data validation.</p> <p>EXCEL ADVANCED-PIVOT TABLES: In-depth review of PivotTable construction & use.</p> <p>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.</p> <p>MICROSOFT WINDOWS-FILE EXPLORER: Learn to navigate Windows OS and how to download, upload, save, organize & find files.</p> <p>MICROSOFT-POWERPOINT: Learn to design & animate slides & play/save presentations.</p> <p>MICROSOFT-WORD: Learn how to layout, format & save documents as well as spellcheck, spacing & inserting images/shapes.</p>	<p>  LEARN. GROW. SUCCEED.</p> <p>DIGITAL LEARNING SKILLS</p> <p>CYBERSECURITY: Learn to identify cyber threats, phishing & how to protect your digital assets.</p> <p>INTERNET BASICS: Learn about the internet, search engines, browsers, & online safety.</p> <p>INTRO TO CODING: Programming overview of JavaScript, Python & web development.</p> <p>CODING WORKSHOP: Fun coding games to build coding skills in JavaScript & Python.</p> <p>HEALTH & WELLNESS SKILLS</p> <p>STRESS MANAGEMENT: Detailed look at causes of stress & strategies to overcome. Stress Less.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>COMMUNITY CAREER FAIR on 11/14/24 5000 San Mateo Blvd NE from 1 pm-3 pm You will have a chance to speak with the hiring managers for many large companies, hand out resumes, and get valuable job leads!</p> </div>	<p>EMPLOYMENT SKILLS</p> <p>Career Compass Employment Skills Series:</p> <p>N/CAREER EXPLORATION: Explore career interests, identify skills, analyze potential jobs via SWOT.</p> <p>E/RESUME & APPLYING: Create/improve resume and learn how to apply to jobs online.</p> <p>S/INTERVIEW & SOFT SKILLS: Best practices in interviewing & professional communication.</p> <p>W/YOUR NEW JOB: Building relationships, good attitude, knowledge & behavior skills at work.</p> <p>COMMUNICATION SKILLS: Key skills for success in life/work, adaptability & leadership.</p> <p>RESUME WORKSHOP: hands on workshop to create or improve your resume.</p> <p>LIFE SKILLS</p> <p>MONEY MANAGEMENT: Financial literacy class on paychecks, budgets, expenses & credit.</p> <p>RESILIENCY: In-depth look at how to withstand & recover from the difficulties of life.</p> <p>RESILIENCY WORKSHOP: Discover tools to develop plan to strengthen resiliency skills</p>
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