

MAY 2024

GoodSkills

Goodwill Industries of New Mexico Training

FREE CLASSES! OPEN TO THE COMMUNITY!

SUN	MON	TUES	WED	THUR	FRI	SAT
			1	2	3	4

In-Person CLASS LOCATION

REGISTRATION REQUIRED FOR ALL CLASSES

5	6 Career Compass N: Career Exploration 1:00 pm -2:15 pm Internet Basics 2:30 pm - 3:30 pm	7 Career Compass E: Resume/Applying 1:00 pm -2:15 pm Money Management 2:30 pm - 3:30 pm	8 Career Compass S: Interview/Soft Skills 2:00 pm - 3:30 pm	9 COMMUNITY CAREER FAIR 1-3 pm Meet the hiring managers of large companies...hand out your resume...get valuable job leads!	10	11	@ 6001 LOMAS
12	13 Microsoft Windows: File Explorer 9:00 am - 10:15 am Computer Practice 10:30 am -11:45 am	14 Excel for Beginners 9:00 am- 10:30 am Professional First Impressions 11:00 am -12:00 pm	15	16 Microsoft PowerPoint 9:00 am - 10:30 am Resume Workshop 11:00 am -12:00 pm	17	18	
19	20 Thinking Critically 9:30 am - 10:30 am Excel for Beginners 11:00 am- 12:30 pm	21 Professional First Impressions 9:30 am - 10:30 am Stress Management 11:00 am -12:30 pm	22 Excel for Business Professionals 9:30 am - 11:00 am Career Compass W Your New Job 11:30 am-1:00 pm	23	24 Excel Advanced: Data Validation 9:30 am-11:00 am	25	@ 6001 LOMAS
26	27	28 Internet Basics 1:00 pm - 2:15 pm Microsoft PowerPoint 2:30 pm - 4:00 pm	29 Excel for Business Professionals 1:00 pm - 2:30 pm Computer Practice 3:00 pm- 4:15 pm	30 Intro to Coding 1:00 pm - 2:15 pm Coding Workshop 2:30 pm - 4:00 pm	31	Excel Advanced: Pivot Tables 2:30 pm- 4:00 pm	@ 6001 LOMAS

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

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.

INTERNET BASICS: What is internet, search engines, browsers, & online safety
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
MICROSOFT-POWERPOINT: Learn to design & animate slides & play/save presentations



LEARN.
GROW.
SUCCEED.

COMMUNITY CAREER FAIR

Meet the hiring managers of many large companies...hand out your resume... get valuable job leads!

MAY 9TH
1:00 PM - 3:00 PM
5000 SAN MATEO BLVD NE

Intro to Coding: Programming overview, explore JavaScript, Python & web development
Coding Workshop: Fun coding games to build coding skills in JavaScript & Python

HEALTH & WELLNESS SKILLS

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

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, a good attitude, knowledge & behavior skills at work

PROFESSIONAL FIRST IMPRESSIONS: Use of time management, appearance, words & body language for a good first impression
RESUME WORKSHOP: Hands on workshop to create or improve your resume

LIFE SKILLS

Thinking Critically: Become better thinkers. Build analytical skills/determine info validity
MONEY MANAGEMENT: Financial literacy class on paychecks, budgets, expenses & credit