

COMPUTER TRAINING

CAREER TRAINING

Goodwill Industries Computer Skills Training - is designed to supply individuals with marketable computer skills necessary in today's workplace. The courses are geared toward new users or those who simply want to upgrade their computer skills. Training is ideal for those working in a business environment that requires computer software knowledge. Class is interactive and uses worksheets, PowerPoint presentations, and a manual to cover topics that include Microsoft Windows XP, Microsoft Word, Excel and PowerPoint, as well as Internet and Email basics.

Goodwill Industries Career Training - is designed to provide individuals with marketable and necessary tools to gain and maintain employment. These classes are intended to provide job seekers with skills to aid in the search for employment and tools to help with job retention and advancement. Classes are interactive with PowerPoint presentations and handouts for future reference.

COMPUTER CLASS DESCRIPTIONS

Computer Fundamentals Windows XP

Covers the fundamentals of computer usage, including interpreting computer terms, customizing the desktop, using shortcuts, mouse "right-clicking", and the Internet. **A workbook is included.** No pre-requisites required. **Cost: \$105.00.**

Microsoft Word

Includes tools to use text editing, creating tables, graphics, formatting pages, and proofing documents. **A workbook is included.** *Pre-requisite: Computer Fundamentals or equivalent experience.* **Cost: \$105.00**

Microsoft Excel

Focuses on entering data in a worksheet, formatting spreadsheets, creating formulas, and converting spreadsheet data into charts. **A workbook is included.** *Pre-requisite: Working knowledge of Microsoft Word, or equivalent experience.* **Cost: \$105.00**

Microsoft PowerPoint

Covers the basics of creating a presentation with PowerPoint. Make on-screen presentations stand out with graphics and special effects. **A workbook is included.** *Pre-requisite: Working knowledge of Computer Fundamentals.* **Cost: \$85.00**

Keyboarding

Uses a comprehensive software program in class, to cover all of the basic techniques needed to keyboard successfully. No book necessary. *No pre-requisites required.* **Cost: \$85.00.**

Electronic Communication

Introduces the essential skills for communicating in the Technology Age. Includes navigating the internet, opening an e-mail account, managing your mailbox, mail composition, replying, and attaching file. **Cost: 35.00**

CAREER WORKSHOP DESCRIPTIONS

Career Management Skills Modules

Employers have identified the following "career management skills" as basic traits desired in job candidates: strong work ethic; positive attitude; independence and initiative; and self-presentation. The Career Management Skills Training Modules are designed to help today's workforce develop these desired qualities. The modules are to be taught independently of each other.

Module 1 - Career Skills

Participants will conduct self-assessments to identify interests, aptitudes, and skills sets to aid in developing and implementing a career path.

Module 2 - Interpersonal Skills

Participants will improve their ability to build successful relationships within a business environment by communicating respect for others and reducing conflict

Module 3 - Work Ethics

Participants will understand and appreciate the importance of work ethic and personal control in the work environment.

Module 4 - Communication

Participants will learn, understand, and practice effective communication skills for the workplace.

Re-Entry Workshop

Designed specifically for ex-offenders trying to re-enter the work world. Topics covered include explaining your criminal record, common interviewing mistakes, and ways to keep employment.

Money Management

Covers indispensable money management skills including debt elimination techniques basic banking budgeting, retirement saving and simple investing.

GODWILL TEMPORARY SERVICES

Goodwill Staffing Solutions (GSS) An in-house agency dedicated to opening doors for individuals through temp and temp-to-perm job placements. Register at any Goodwill Community Employment Center. Ask to see our GSS Board for current posting.

All classes are subject to change based on enrollment. To register for classes, or for information please contact the Employment Center nearest you

Brookhill
5270 Chamberlayne Road
Richmond, VA 23227
(804) 261-0091
Ext. 2706

**Virginia Workforce Center at
F.I.R.S.T Contractors, Inc.**
2300 N. Lombardy Street
Richmond, VA 23220
(804) 321-5690

Mechanicsville
7147 Brandy Run Drive
Mechanicsville, VA 23111
(804) 417-6721

Richmond
6301 Midlothian Turnpike
Richmond, VA 23225
(804) 675-9910

Petersburg
65 Crater Circle
Petersburg, VA 23805
(804) 451-1773

Portsmouth
313 High Street
Portsmouth, VA 23704
(757) 499-3824

Center Hours
Monday- Thursday
 9:00 AM – 4:00 PM
Friday
 9:00 AM – 1:00 PM

Calendar subject to change without notice

Portsmouth EMPLOYMENT CENTER

November 2008

Contact Information

313 High Street
 Portsmouth, VA 23704
 Phone: (757) 499-3824
 Fax: (757) 499-3825
sslange@goodwillva.org
www.goodwillhr.org



Our business is changing lives

Have a group of 5 or more? We can customize a class just for you.
 Call for special pricing and scheduling.



| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--|--|---|--|--------|
| 3 | 4 INTRODUCTION INTERNET 10:00 AM – 12:00 PM | 5 INTRODUCTION EMAIL BASICS 10:00 AM – 12:00 PM | 6 PART I - CAREER SKILLS MODULE Self Assessment & Career Planning 9:30 AM – 12:30 PM | 7 |
| 10 PART II and Part III CAREER SKILLS MODULE 9:30 AM – 3:30 PM | 11 | 12 On-line Application Process Workshop 10:00 AM – 12:00 PM | 13 | 14 |
| 17 Ex-Offender Re-Entry Workshop 2:00-4:00 | 18 | 19 Interviewing Techniques 10:00 AM – 12:00 PM | 20 | 21 |
| 24 WORK ETHICS MODULE Stress Management 9:00 AM – 12:00 PM | 25 | 26 Resume Writing Workshop 10:00 AM - 12:00 PM | 27 Center Closed For Thanksgiving | 28 |
| <p>When a thing is done, it's done. Don't look back. Look forward to your next objective. <u>George C. Marshall</u> (1880 - 1959)</p> | | | | |
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See back of calendar for workshop and class descriptions

COMPUTER CLASS SCHEDULE

See back of calendar for class descriptions and cost

MICROSOFT WORD (16 HOURS)

Power Point (12 HOURS)
 DECEMBER 2-DECEMBER 11

MICROSOFT EXCEL (16 HOURS)
 NOVEMBER 4-NOVEMBER 25

KEYBOARDING
 ONGOING CLASSES

PLEASE CALL AND FIND ABOUT COMPUTER TRAINING FOR YOUR ORGANIZATION

Call or visit for registration information



Portsmouth Sheriff's Office and Goodwill Community Employment Center

**Partnering to Sponsor an
 Ident-A-Kid Event**

**Saturday, November 8, 2008
 9:00-3:00**

EMPLOYMENT CENTER SERVICES

ELECTRONIC SERVICES
 Copy, Fax, Internet, Community Voice Mail

JOB LEADS
 Current and Relevant Job leads

TRAINING
 Employment, Computer, and Vocational Training

CAREER PLANNING
 Assessment tools, Case management

EX-OFFENDER OUTREACH

And much more!