



## COMPUTER 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.

### 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 TRAINING

**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.

### 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.

### GOODWILL 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 current postings.

**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

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

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

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

**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

# Petersburg EMPLOYMENT CENTER July 2009

## Contact Information

65 Crater Circle  
Petersburg, VA 23805  
Phone: (804) 451-1773  
Fax: (804) 957-5948  
employmentcenter@goodwillcva.org  
www.goodwillcva.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.



### COMPUTER CLASS SCHEDULE

*See back of calendar for class descriptions and cost*

**MICROSOFT WORD/EXCEL - \$105 (16 HOURS)**

AUGUST 4TH- AUGUST 27TH

**1:00 PM - 3:00 PM**

(PRE-REGISTRATION REQUIRED)



**KEYBOARDING - \$85**

Ongoing Training

Monday -Thursday

*Call or visit for registration information*

### COMMUNITY PARTNERSHIP

Wednesday, July 22th

*Alzheimer's Meeting*

**11:30 a.m.-4:30 p. m.**

For more information contact

(804) 526-2359

### 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!

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 <b>PART II - CAREER SKILLS MODULE</b> <b>Job Seeking, Application &amp; Resume Writing</b> 9:30 AM - 12:30 PM	2 <b>PART III - CAREER SKILLS MODULE</b> <b>Networking, Personal Advertisement &amp; Interviewing</b> 9:30 AM - 12:30 PM	3 <b>Closed for July 4</b> 
6	7 <b>Email</b> 9:30 AM - 11:00 PM	8 <b>Internet</b> 9:30 AM - 11:00AM	9 <b>Word Quick Tips for Your Resume Writing</b> 10:00 AM- 11:00AM	10
13	14 <b>Resume Writing Workshop</b> 10:00 AM - 12:00 PM	15 <b>Microsoft Word Quick Tips for Your Resume Writing</b> 10:00 AM-11:00AM	16 <b>Re-Entry/ Ex-offender Service Workshop</b> 9:30 AM - 12:30 PM	17 <b>Staff Development Center Closed</b>
20	21 <b>Email</b> 9:30 AM - 11:00 PM	22 <b>Internet</b> 9:30 AM - 11:00AM	23 <b>On-line Application Process Workshop</b> 10:00 AM - 12:00 PM	24
27	28 <b>Starting A Business Workshop (New Vision, New Ventures)</b>  Time to be announced	29 Join us for a  <b>ACE</b> The helpful place. <b>Round Table discussion</b> directly with an <b>Ace Hardware HR Rep.</b> Come and Learn the keys to getting hired! <b>10:30 AM-12:00 PM</b> Pre-registration required	30 <b>Interpersonal Skills Module Customer Service Training</b> 10:00 AM - 12:00 PM	31

Goodwill Community Employment Centers are operated by Goodwill Industries, Inc. an equal opportunity program/employers (EOE).

Auxiliary aids and services are available upon request to individuals with disabilities. Goodwill CEC is accessible to persons with disabilities.

*See back of calendar for workshop and class descriptions*