

## 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 classes also available in Spanish at selected sites.*

### 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.**

#### **Basic Computer Literacy**

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: 45.00**

## 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 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

**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

*Calendar subject to change without notice*

# Capital Region Workforce Network

Richmond Center  
July 2009

## Contact Information



6301 Midlothian Turnpike  
Richmond, VA 23225  
Phone: (804) 675-9910  
Fax: (804) 745-4953

employmentcenter@goodwillva.org  
www.goodwillva.org



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



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p><b><u>FINANCIAL SERVICES WORKSHOP</u></b> Wednesday, July 15<sup>th</sup>, 2009 <b>1:00 PM- 3:00 PM</b> Come learn financial basics: investing, saving, financial planning and money management.  <b>Guest Speaker: HBW, Insurance &amp; Financial Services, Inc</b> "Giving everyone the chance to reach their goals through education."</p>		1	2	3 <b>Closed for Holiday</b> 
6 <b>ORIENTATION DAILY</b> 9:30 AM	7 <b>CAREER SKILLS MODULE</b> <b><u>Self Assessment &amp; Career Planning</u></b> 1:00 PM – 4:00 PM	8 <b><u>RECRUITING FAIR</u></b> <b>ROCK SOLID JANITORIAL</b> 10:00 AM – 2:00 PM	9 <b>Re-Entry/Ex-offender Service Workshop</b> 9:00 AM – 12:00 PM	10 <b>EMAIL &amp; INTERNET WORKSHOP</b> 10:00 AM – 12:00 PM (Limited Seating Available)
13 <b>ORIENTATION DAILY</b> 9:30 AM	14 <b>CAREER SKILLS MODULE</b> <b><u>Job Seeking, Application &amp; Resume Writing</u></b> 1:00 PM – 4:00 PM	15 <b><u>JOB FAIR</u></b> <b>ADMIRAL SECURITY SERVICES</b> 10:00 AM – 12:00 PM  <b>Financial Services Workshop</b> 1:00 PM – 3:00 PM	16  <b>JOB SEEKER SERVICES WORKSHOP</b> 11:00 AM -1:00 PM Facilitated by the Virginia Employment Commission	17 <b>Closed for Staff Development</b>
20 <b>ORIENTATION DAILY</b> 9:30 AM	21 <b>CAREER SKILLS MODULE</b> <b><u>Networking, Personal Advertisement &amp; Interviewing</u></b> 1:00 PM – 4:00 PM	22 <b>WORKSHOP: CHANGING THE WAY YOU THINK... FINDING OPPORTUNITIES THROUGH TRAINING AND EDUCATION</b>  Presented by <b>Community College Workforce Alliance (CCWA)</b> 9:00 AM – 11:00 AM	23	24 <b>EMAIL &amp; INTERNET WORKSHOP</b> 10:00 AM – 12:00 PM (Limited Seating Available)
27 <b>ORIENTATION DAILY</b> 9:30 AM  <b>DOMINION VIRGINIA POWER ENERGY ASSISTANCE &amp; CONSERVATION FAIR</b> 9:30 AM -1:30 PM	28 <b>INTERPERSONAL SKILL MODULE</b> <b><u>Time Management</u></b> 1:00 PM – 3:00 PM	29	30 <b><u>INFORMATION SESSION</u></b> <b>HOT &amp; NOT SO HOT CAREERS IN IT</b> 10:00 AM – 12:00 PM	31 <b>All Workshops and Modules are FREE unless otherwise indicated</b>  <i>See back of calendar for workshop and class descriptions</i>

### THE READ CENTER

**The READ Center is coming On-Site!**  
Mondays & Wednesdays 10:00 AM – 12:00PM  
**Trained volunteer tutors will work with adult learners to meet their individual literacy goals.**  
The mission of The READ Center is to help low-level reading adults develop basic reading and communication skills through one-to-one tutoring so they can fulfill their goals and their roles as citizens, workers, and family members. **FREE!!**

### CHANGING THE WAY YOU THINK... FINDING OPPORTUNITIES THROUGH TRAINING AND EDUCATION

Wednesday, July 22<sup>nd</sup>, 2009  
**9:00 AM-11:00 AM**

Whether you are making a career change based on job loss or just evaluating your options, this workshop will be valuable!  
The different types of educational programs and options available and resources for you to make an educated decision on which option is right for you will be explored.  
**Facilitator: Community College Workforce Alliance (CCWA)**

### DOMINION VIRGINIA POWER ENERGY ASSISTANCE & CONSERVATION FAIR

Monday, July 27<sup>th</sup>, 2009  
**9:30 AM – 1:30 PM**  
Find information on:  
**Dominion's EnergyShare Assistance Programs**  
**Ways to Reduce Energy Usage**  
**Virginia Assistance Programs**  
**Bill Payment Options**  
**Weatherization**  
**Door Prizes**  
**And much more...!**

### HOT & NOT SO HOT CAREERS IN IT

**Do you know which IT careers are on the rise?**  
Join us for a fact filled information session to learn options for your best career path in IT!  
**Facilitator: GIT Services**



*Our business is changing lives*