

August 2020 • Workshops offered online, not in-person • See back for descriptions

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 *Excel Basics 1 10:00am—12:00pm Computer Basics 1: Intro 1:00pm—3:00pm	4 *Excel Basics 2 10:00am—12:00pm Computer Basics 2: Keyboarding 1:00pm—3:00pm	5 *Excel Basics 3 10:00am—12:00pm Computer Basics 3: Internet 1:00pm—3:00pm	5 *Excel Basics 4 10:00am—12:00pm Computer Basics 4: Email 1:00pm—3:00pm	7 Video Conferencing & Scheduling 10:00am—12:00pm Computer Basics 5: Online Learning 1:00pm—3:00pm
10 Customer Service 1: 10:00am—12:00pm Job Searching 1:00pm—3:00pm Word Basics 1: 1:00pm—3:00pm	11 Customer Service 2: 10:00am—12:00pm Cover Letter & Resume Writing 1:00pm—3:00pm Word Basics 2: 1:00pm—3:00pm	12 Customer Service 3: 10:00am—12:00pm Interviewing 1:00pm—3:00pm Word Basics 3: 1:00pm—3:00pm	13 Google Drive: 10:00am—12:00pm Fake News: 10:00am—12:00pm Word Basics 4: 1:00pm—3:00pm	14
17	18 Credit 101: 1:00pm—3:00pm	19 Money Management: 1:00pm—3:00pm	20	21
24 Job Searching 10:00am—12:00pm	25 Cover Letter & Resume Writing 10:00am—12:00pm	26 Interviewing 10:00am—12:00pm	27	28
31	1	2	3	4

Reserve your spot now! All workshops currently offered virtually. Please email adriana.her@ppl-inc.org to sign up and a link to the virtual classroom will be emailed to you. Workshop registration closes at 3:00pm the business day before the workshop.

*Must have strong computer skills to attend this workshop.

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Computer Basics 1 Intro: Learn basic terms and software functions and how to use the mouse and save documents. Skilled Trainers will give you plenty of hands-on practice opportunities.

Computer Basics 2 Keyboarding: Explore the keyboard and learn special key functions and shortcuts. Practice correcting typing mistakes and entering text into online forms. Access Mavis Beacon and online typing practice.

Computer Basics 3 Internet: Learn to navigate web pages and search for information. You'll learn everything from what the World Wide Web is and how to search for jobs, to using Google Maps to find directions by car or bus.

Computer Basics 4 E-mail: Learn how to organize your account, send professional email messages and attach documents such as your resume and cover letter to send to future employers.

Computer Basics 5 Online Learning: Review all that you've learned in Computer Basics 1 – 4, spending time asking questions and practicing as well as demonstrating your skills by taking the **Computer Certification!**

Computer Certification: Assess your computer proficiency by taking the Northstar Digital Literacy Online Assessment. Pass at 85% and earn a certificate! Show your future employer you have the computer skills they're looking for! Assessments include: Windows, Word, PPT, WWW, Email, Excel and Info Literacy.

Cover Letter & Resume Writing: Learn about the process of writing a cover letter and resume, strategies, best practices, and determine which style best suits you.

Credit 101: Learn the difference between a credit report and credit score, and why the two are important. This workshop is a good fit for you if you have no credit history and want to start building a strong credit profile or if you already have credit and want to learn how to manage debt and increase your credit score.

Customer Service Series: Customer service skills are important for every job. Excellent customer service turns into positive word-of-mouth! In this three-part series, learn how to assess and meet customer needs, prepare for gaining customer commitment and the importance of common employability skills.

Excel Basics Series 1-4: In this series, you'll learn the basics of how to set up a spreadsheet, use basic formulas, format cells, and sort and filter data. You'll learn quick tips and shortcuts and even some advanced operations. Guided activities will help you practice your new skills. You'll also demonstrate your mastery of Excel by taking the **Computer Certification!**

Fake News: Fun and interactive, join us to increase your "media literacy" by learning how to critically understand, analyze and evaluate online content, images and stories.

Google Drive: Learn how to easily create, share and edit documents online in this intermediate level workshop.

Job Searching: Join us to learn about useful data tools and best practices to aid in your targeted job search.

Interviewing: Join us to discuss different types of interviews, share best practices, review commonly asked interview questions, and learn how to use the STAR method and Elevator Speech to master your next job interview.

Money Management: Learn how to create, maintain, and update a personal budget to help you reach your financial goals such as: saving, debt repayment, and sticking to a spending plan.

Video Conferencing and Scheduling: Learn to use Google applications to set up video conferences for interviewing and meetings. We will also explore using Google calendar to set reminders and organize your life.

Word Basics Series 1-4: In this series, you'll learn the basics of Microsoft Word, such as navigating the toolbar, formatting tools, and how to change the layout and save and print files. You'll learn quick tips and shortcuts with guided activities to help you practice. You'll also demonstrate your mastery of Word by taking the **Computer Certification!**

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