

July 2021 • Access Program Online Workshops • Descriptions on Page 2

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
28 Job Club 2:00pm—4:00pm	29 Housing Workshop 2:00pm—4:00pm	30	1	2
5 PPL Closed	6 Word Basics 1 10:00am—12:00pm Excel Basics 1 1:00pm—3:00pm	7 Word Basics 2 10:00am—12:00pm Excel Basics 2 1:00pm—3:00pm	8 Word Basics 3 10:00am—12:00pm Excel Basics 3 1:00pm—3:00pm	9 Word Basics 4 10:00am—12:00pm Excel Basics 4 1:00pm—3:00pm
12 Android Phone 10:00am—12:00pm LinkedIn 10:00am—12:00pm Computer Basics 1: Intro 1:00pm—3:00pm Housing Workshop 6:00pm—8:00pm	13 Money Management 1:00pm—3:00pm Computer Basics 2: Keyboarding 1:00pm—3:00pm	14 Credit 101 1:00pm—3:00pm Customer Service 1 1:00pm—3:00pm Computer Basics 3: Internet 1:00pm—3:00pm	15 Computer Help 10:00am—12:00pm Customer Service 2 1:00pm—3:00pm Computer Basics 4: Email 1:00pm—3:00pm	16 Customer Service 3 1:00pm—3:00pm Computer Basics 5: Online Learning 1:00pm—3:00pm
19 Google Drive I 10:00am—12:00pm Job Searching 1:00pm—3:00pm	20 Google Drive II 10:00am—12:00pm Cover Letter & Resume Writing 1:00pm—3:00pm Leadership I 4:30pm—6:30pm	21 NorthStar Testing 1:00pm—2:30pm Interviewing 1:00pm—3:00pm PowerPoint Basics 1 1:00pm—3:00pm	22 Computer Help 10:00am—12:00pm PowerPoint Basics 2 1:00pm—3:00pm Leadership II 4:30pm—6:30pm	23 NRF Exam 10:00am—12:00pm
26 Job Club 2:00pm—4:00pm	27 NorthStar Testing 3:00pm—4:30pm	28 Video Conferencing & Scheduling 10:00am—12:00pm	29	30

To register for workshops you must attend an Information Session.

Visit <https://www.ppl-inc.org/free-workshops> for more information.

*Must have strong computer skills to attend this workshop.



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Android Phone: Bring your Smart phone and learn about settings, phone security, how to use the app store as well as helpful apps that are free!

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 Help: Receive individualized help with any of your computer skills questions, including practicing typing, accessing online activities to increase your computer skills, or learning more about specific computer programs.

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 Series I & II: Learn how to easily create, share and edit documents online in this intermediate level workshop. Demonstrate your mastery of Google Drive by taking the **Computer Certification!**

Housing Workshop: In this two hour workshop series, participants get to learn about different types of affordable

housing, how to search for housing, and what your rights are as a tenant.

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.

Job Club: Join us to network and hear from industry professionals on a variety of employment related subjects and receive one-on-one career readiness support. Attend information session for more details.

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

Leadership Skills I: In this workshop, participants will be introduced to transformational leadership tenets as well as be able to determine their top core values to increase awareness of what motivates them. Furthermore, building inclusive communication skills within a diversity, equity and inclusion lens and developing mission statements.

Leadership Skills II: Participants will build on their work defining their personal mission statements and be introduced to personal reflection, communication and leadership tools.

LinkedIn: Learn how to maintain your professional identity with this online networking tool.

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.

Northstar Testing: Test your computer skills and demonstrate your knowledge by earning certificates through taking or retaking a proctored Northstar Digital Literacy assessment.

NRF Exam: Test your customer services skills and demonstrate your knowledge by earning the National Retail Federation's Customer Service and Sales Certificate. (**Must attend customer service workshop series first**).

PowerPoint Basics Series 1 & 2: Learn to create professional presentations for employment or education opportunities in this intermediate level workshop. Demonstrate your mastery of PPT by taking the **Computer Certification!**

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 schedule.

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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