PROJECT FOR PRIDE IN LIVING
Free Computer and Job Readiness Workshops

1021 E Franklin Avenue
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www.ppl-inc.org

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 ***Excel Basics 1** 10:00am—12:00pm **Word Basics 1** 1:00pm—3:00pm	4 ***Excel Basics 2** 10:00am—12:00pm **Word Basics 2** 1:00pm—3:00pm	5 ***Excel Basics 3** 10:00am—12:00pm **Word Basics 3** 1:00pm—3:00pm	6 ***Excel Basics 4** 10:00am—12:00pm **Word Basics 4** 1:00pm—3:00pm	7
10 **Job Searching** 10:00am—12:00pm **Computer Basics 1: Intro** 1:00pm—3:00pm **Housing Workshop** 6:00pm—8:00pm	11 **Cover Letter & Resume Writing** 10:00am—12:00pm **NorthStar Testing** 10:00am—12:00pm **Computer Basics 2: Keyboarding** 1:00pm—3:00pm **Leadership I** 4:30pm—6:30pm	12 **Interviewing** 10:00am—12:00pm **Computer Basics 3: Internet** 1:00pm—3:00pm	13 **LinkedIn** 10:00am—12:00pm **Computer Basics 4: Email** 1:00pm—3:00pm **Leadership II** 4:30pm—6:30pm	14 **Video Conferencing & Scheduling** 10:00am—12:00pm **Computer Basics 5: Online Learning** 1:00pm—3:00pm
17 **Google Drive I** 10:00am—12:00pm	18 **Google Drive II** 10:00am—12:00pm	19 **Computer Help** 10:00am—12:00pm **Fake News** 1:00pm—3:00pm	20 **NorthStar Testing** 3:00pm—4:30pm	21
24 **Android Phone** 10:00am—12:00pm **Customer Service 1** 1:00pm—3:00pm	25 **Customer Service 2** 1:00pm—3:00pm	26 **PowerPoint Basics 1** 10:00am—12:00pm **Money Management** 10:00am—12:00pm **Customer Service 3** 1:00pm—3:00pm	27 **PowerPoint Basics 2** 10:00am—12:00pm **Computer Help** 1:00pm—3:00pm **Credit 101** 1:00pm—3:00pm **Job Club** 2:00pm—4:00pm	28 **NRF Exam** 1:00pm—3:00pm
31	1	2	3	4

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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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**!

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.

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.

PowerPoint Basics 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!**

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!

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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