

September 2021



Goodwill Industries® of the Valleys

2502 Melrose Ave., Suite B Roanoke, VA 24017

Register through the website or by clicking on a class link.

<https://goodwill-learning-academy.skyprepapp.com/>

Need Help Registering for a class? Call 540-581-0620, ext. 1205

Schedule is Subject to Change – **CALL TO CONFIRM CLASS DATE / TIME**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 Assertive Communication Skills for Women (LWC) 10 AM—11 AM Conduct an Online Job Search (LWC) 1 PM—2 PM	2 Conflict to Collaboration (LWC) 10 AM—11 AM Creating A Powerful Resume (LWC) 1 PM—2 PM	3 NO CLASSES
6 LABOR DAY NO CLASSES	7 Developing Emotional Intelligence (LWC) 11 AM – 12 PM Setting Up A Google Account (LWC) 1 PM—2 PM	8 NO CLASSES	9 Introduction to Microsoft Word (LWC) 11 AM – 12 PM	10 NO CLASSES
13 Intro to Project Management (LWC) 2:30 PM – 4:00 PM	14 NO CLASSES	15 NO CLASSES	16 NO CLASSES	17 NO CLASSES
20 Basic Computer Skills (ILT) 9 AM – 10 AM NorthStar Digital Literacy (ILT) 11 AM – 12 PM Nail the Interview; Get the Job (LWC) 11 AM – 12 PM	21 Your Personal Best (LWC) 10 AM—12 PM	22 Time Management & Prioritization (LWC) 10 AM—11 PM	23 NO CLASSES	24 NO CLASSES
27 Customer Service 101 (LWC) 2:00 PM – 3:00 PM Your Personal Best (LWC) 3 PM—5 PM	28 NO CLASSES	29 NO CLASSES	30 NO CLASSES	

LEGEND

LWC = Live Webinar Class

ILT = In-Person Instructor Led Training

Registration Key Code (**2502**)

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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 NO CLASSES
4 Being Positive (LWC) 1 PM—2 PM	5 Conduct an Online Job Search (LWC) 10 AM – 11 AM Creating A Powerful Resume (LWC) 1 PM—2 PM	6 Your Personal Best (LWC) 10 AM—12 PM	7 NO CLASSES	8 NO CLASSES
11 PowerPoint 101(LWC) 1 PM—2 PM Customer Service 101 (LWC) 2:00 PM – 3:00 PM	12 NO CLASSES	13 NO CLASSES	14 NO CLASSES	15 NO CLASSES
18 Excel 101: Make A Spreadsheet (LWC) 11 AM – 12 PM	19 Excel 102: Formatting and Formulas (LWC) 11 AM – 12 PM	20 Excel 103: Tables, Graphs & Charts (LWC) 11 AM – 12 PM	21 Nail the Interview; Get the Job (LWC) 11 AM – 12 PM Your Personal Best (LWC) 3 PM—5 PM	22 NO CLASSES
25 Basic Computer Skills (ILT) 9 AM – 10 AM Professional Communication (LWC) 10 AM – 11 AM NorthStar Digital Literacy (ILT) 11 AM – 12 PM	26 NO CLASSES	27 NO CLASSES	28 NO CLASSES	29

LEGEND

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