

November 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 Nail the Interview; Get the Job (LWC) 11 AM – 12 PM Your Personal Best (LWC) 3 PM–5 PM	2 Being Positive (LWC) 11 AM–12 PM Conduct an Online Job Search (LWC) 1 PM–2 PM	3 Conflict to Collaboration (LWC) 11 AM–12:30 PM	4 Time Management & Prioritization (LWC) 11 AM–12 PM Creating A Powerful Resume (LWC) 1 PM–2 PM	5 NO CLASSES
8 Setting Up A Google Account (LWC) 10 AM–11 AM Intro to Project Management (LWC) 11 AM–12:30 PM Mental Health in the Workplace (LWC) 2:00 PM – 3:00 PM	9 NO CLASSES	10 NO CLASSES	11 NO CLASSES	12 NO CLASSES
15 Your Personal Best (LWC) 10 AM–12 PM Introduction to Technology (ILT) 1 PM – 2:30 PM	16 NO CLASSES	17 NO CLASSES	18 Assertive Communication Skills for Women (LWC) 11 AM – 12 PM	19 Basic Computer Skills (ILT) 12 PM – 1:30 PM NorthStar Digital Literacy (ILT) 2 PM – 3 PM
22 NO CLASSES	23 NO CLASSES	24 NO CLASSES	25 NO CLASSES	26 NO CLASSES
29 Customer Service 101 (LWC) 2 PM – 3 PM	30 Developing Emotional Intelligence (LWC) 11 AM – 12 PM			

LEGEND

LWC = Live Webinar Class

ILT = In-Person Instructor Led Training

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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 NO CLASSES	2 NO CLASSES	3 NO CLASSES
6 Email Essentials (LWC) 10 AM—11 AM Creating A Powerful Resume (LWC) 1 PM—2 PM Customer Service 101 (LWC) 2 PM—3 PM	7 Nail the Interview; Get the Job (LWC) 11 AM – 12 PM Excel 101: Make A Spreadsheet (LWC) 1 PM—2:30 PM	8 Professional Communication (LWC) 11 AM – 12:30 PM Excel 102: Formatting and Formulas (LWC) 1 PM—2:30 PM	9 Excel 103: Tables, Graphs & Charts (LWC) 1 PM—2:30 PM	10 NO CLASSES
13 Basic Computer Skills (ILT) 9 AM—10:30 AM NorthStar Digital Literacy (ILT) 11 AM—12 PM	14 NO CLASSES	15 NO CLASSES	16 Assertive Communication Skills for Women (LWC) 11 AM – 12 PM	17 Introduction to Technology (ILT) 9 AM—10:30 AM
20 Your Personal Best (LWC) 10 AM—12 PM	21 Your Personal Best (LWC) 3 PM—5 PM	22 NO CLASSES	23 NO CLASSES	24 NO CLASSES
27 NO CLASSES	28 NO CLASSES	29 NO CLASSES	30 NO CLASSES	31 NO CLASSES

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