

GOODWILL TRAININGS

Courses to improve skills *and* help you land a better job.

Available at select career centers and online at

*My***CAREERADVISOR.com**

Branding Yourself Webinar



Branding Yourself is an interactive webinar that teaches you how to create a professional online presence to attract employers, gain new clients, and stand out in your industry. Learn about best practices in social media, how to craft an excellent elevator pitch, and ways to promote yourself or brand.

Computer Basics (Coming Soon)



Computer Skills 101-103 provides in-depth instruction on how to use Microsoft Office, the basics of computer and web functionality, and how to navigate the internet. You'll also learn best practices for social media etiquette, the basics of Windows operating systems, and using information literacy when looking for a job.

Microsoft Office (Coming Soon)



Learn how to navigate the Microsoft Office suite, including Word, Excel, and PowerPoint. You will review how to create documents, presentations, and spreadsheets, as well as best practices in formatting, shortcuts, and formulas. This webinar covers how to increase career-readiness by using these programs.

GENERAL JOB ASSISTANCE

On **MYCAREERADVISOR.COM**, Arizonans can access a variety of resources when looking for a job. We offer no-cost services such as: career assessments, connections to job leads, interview skills development, job postings, search strategies, community support, and more.

For additional job assistance or questions, please contact **602-535-4444**.

