

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

Goodwill's Personal Branding webinar offers you the chance to learn best practices in social media, how to craft an excellent elevator pitch, and ways to promote yourself or your brand.



Computer Basics

In-depth instruction on how to use Microsoft Office, the basics of computer and web functionality, and how to navigate the Internet.



Microsoft Office

Learn how to navigate the Microsoft Office suite, including Word, Excel, and PowerPoint.



Career Assessment

Goodwill's "Career Assessment" interactive webinar will guide you through career development by providing you tools and resources to set your professional career in motion.



Soft Skills

Goodwill's soft skills training course will teach you communication practices on how we interact and navigate social situations. These skills are a combination of people skills, social skills, personality traits, attitudes, social intelligence, and emotional intelligence factors that are necessary within the workplace.

Indeed - Resume and Search & Apply



Goodwill and Indeed are working together to provide you a two-part interactive webinar designed to create your Indeed resume and learn ways to put your best foot forward when applying for positions and have employers find you!

GENERAL JOB ASSISTANCE

On [MYCAREERADVISOR.COM](https://www.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.

