

## FREE Job Training Courses 🎓 Enroll Now!



**From** Goodwill Industries of the Southern Piedmont <community@goodwillsp.org>  
**To** <sjohnston@tuesdayforumcharlotte.org>  
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Learn skills for your next career.

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### Train for Your Next Career

Goodwill offers a wide variety of job training courses through its training division, [Goodwill University](#). These job training courses are designed to help you develop the skills you need to launch your next career, and they are all offered free of charge, thanks to the community's donations and purchases. Several of our job training courses are currently enrolling participants, or have upcoming enrollment periods.

## **NEW Basic Computer Courses**

Basic computer skills are a must-have for many jobs today. Goodwill offers two basic computer training courses that will teach you fundamental computer tasks and navigation. Intro to Computers is a one-day beginner's workshop, and Computer Essentials is a new three-day course that dives a bit deeper. There are upcoming training dates in March and April.

**MORE INFO**

### **Microsoft Essentials Course**

Goodwill's Microsoft Essentials course will teach you the ins and outs of Microsoft Word, Excel and PowerPoint - three systems many hiring employers want their candidates to know how to use. This course lasts three weeks, and class meets virtually Tuesday - Friday from 10 a.m. - 12 p.m. The next course is taking place April 5 - 22.

**MORE INFO**

### **Microsoft Excel Certification Course**

Goodwill's advanced Microsoft Excel Certification course covers the ins and outs of Microsoft Excel and prepares you for the Microsoft Office Specialist: Excel Associate certification exam. This course lasts five weeks, and class meets Tuesday - Friday from 1 - 3 p.m. The next course is taking place April 19 - May 20.

**MORE INFO**

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## **Customer Service Course**

Goodwill's Customer Service Experience course will teach you the essential skills needed to succeed in the Customer Service field, like how to help customers feel heard, how to maintain great customer relationships, customer service problem-solving skills, and how to de-escalate challenging situations. This course lasts one week, and class meets virtually Tuesday - Friday from 9 a.m. - 12 p.m. The next course is taking place April 12 - 15.

**MORE INFO**

## **Forklift Certification Course**

Goodwill's Forklift course will help you quickly gain the skills and certifications you need to operate a forklift in a professional setting. This course is offered in both Gastonia and Charlotte, and only takes one day to complete. The next Gastonia course is taking place March 22, and the next Charlotte course is taking place April 5.

**MORE INFO**

## **Construction Basics Course**

Goodwill's Construction Basics course will help you quickly develop the knowledge and skills you need to gain employment in the construction industry. This course lasts nine weeks, and class meets Tuesday - Thursday from 6 - 9:30 p.m. The next course is taking place March 29 - May 26.

**MORE INFO**

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## Building pathways that help people pursue the life they want to achieve!

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