**FFT™ Workshops**
(Required elements are underlined.)

**Group-Class Name:** ________________________________________________

**Type of workshop:**
- ☐ Employment and Education
- ☐ Financial
- ☐ Income Supports
- ☐ Digital Literacy
- ☐ Other __________________________

**Curriculum Module:**

**Employment and Education**
- ☐ Career Assessments & Communication Skills
- ☐ Career Management Skills
- ☐ Computer Application Skills
- ☐ Computer Literacy Class
- ☐ Customer Service
- ☐ Interview Skills
- ☐ Job Interview Basics
- ☐ Job Readiness
- ☐ Networking & Online Professionalism Skills
- ☐ Other
- ☐ Presentation Skills
- ☐ Professionalism & Self-Management Skills
- ☐ Resume & Cover Letter Writing Skills
- ☐ Resumes/Interview
- ☐ Resume Writing
- ☐ Teamwork Skills
- ☐ Work Ethic & Critical Thinking Skills
- ☐ Writing in the Workplace

**Income Supports**
- ☐ General Benefits Overview
- ☐ Other

**Digital Literacy**
- ☐ Broadband Basics
- ☐ Civic Engagement and Accessing Government Websites
- ☐ Communication Vehicles
- ☐ Computer Basics
- ☐ Cover Letter Writing (in Computer Lab)
- ☐ Digital Job Search
- ☐ Email Basics
- ☐ Google Advanced
- ☐ Google Basics
- ☐ Google Intermediate
- ☐ Internet Basics
- ☐ Internet Safety and Security
- ☐ Microsoft Excel Advanced
- ☐ Microsoft Excel Intermediate
- ☐ Microsoft Office Suite Overview
- ☐ Microsoft PowerPoint Advanced
- ☐ Microsoft PowerPoint Basics
- ☐ Microsoft PowerPoint Intermediate
- ☐ Microsoft Word Basics
- ☐ Other

**Curriculum Developer/Owner:**
- ☐ Accenture
- ☐ Better Money Habits
- ☐ Developed In-House
- ☐ Other*

*If other curriculum developer/owner, specify: ____________________________

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## FFT™ Workshops

(Required elements are underlined.)

### Date:

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### NOTES

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