

FFT™ Workshops
(Required elements are underlined.)

Group-Class Name: _____

Type of workshop:

- | | |
|---|---|
| <input type="checkbox"/> Employment and Education | <input type="checkbox"/> Digital Literacy |
| <input type="checkbox"/> Financial | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Income Supports | |

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

Financial

- Avoiding Rip Offs and Scams
- Banking1
- Basic Banking: Bank On It!
- Budgeting
- Cash Management
- Credit
- Financial Education
- Financial Stability and Improvement
- Homebuying
- Other

Curriculum Developer/Owner:

- | | |
|--|---|
| <input type="checkbox"/> Accenture | <input type="checkbox"/> Developed In-House |
| <input type="checkbox"/> Better Money Habits | <input type="checkbox"/> Other* |

***If other curriculum developer/owner, specify:**

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

If other curriculum module, specify:
