FFTTM 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	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
 □ Resume & Cover Letter Writing Skills □ Resumes/Interview □ Resume Writing □ Teamwork Skills □ Work Ethic & Critical Thinking Skills □ Writing in the Workplace 	☐ Google Advanced ☐ Google Basics ☐ Google Intermediate ☐ Internet Basics ☐ Internet Safety and Security ☐ Microsoft Excel Advanced ☐ Microsoft Excel Intermediate
Financial ☐ Avoiding Rip Offs and Scams ☐ Banking1 ☐ Basic Banking: Bank On It! ☐ Budgeting ☐ Cash Management ☐ Credit ☐ Financial Education	 □ Microsoft Office Suite Overview □ Microsoft PowerPoint Advanced □ Microsoft PowerPoint Basics □ Microsoft PowerPoint Intermediate □ Microsoft Word Basics □ If other curriculum module, specify:
☐ Financial Stability and Improvement ☐ Homebuying ☐ Other	
Curriculum Developer/Owner: ☐ Accenture ☐ Better Money Habits *If other curriculum developer/owner, specify: Curriculum contains digital literacy ☐	☐ Developed In-House☐ Other*

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<u>Date</u> :				
Client Name	Minutes	Progress Note	Attendance A = Attended	
			C = Canceled	
			N = No Show	
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NOTES				

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