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:
Curriculum contains digital literacy ☐
**FFTTM Workshops**  
(Required elements are underlined.)

**Date:**

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**NOTES**

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