

**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:**

**Curriculum contains digital literacy**

**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:  
\_\_\_\_\_



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