



FREE
JOB TRAINING & EDUCATION
 MADE POSSIBLE WITH YOUR GENEROSITY

KING COUNTY JOB TRAINING AND EDUCATION

700 DEARBORN PL S, SEATTLE, WA 98144 | 206.329.1000 | EVERGREENGOODWILL.ORG

WALK-IN OPEN REGISTRATION: OCTOBER 10 -13, 2022, 9AM – 3PM

CLASS SCHEDULE: OCTOBER 24 – DECEMBER 8, 2022

Vocational Training

Cashiering & Customer Service Program (for English Language Learners)	T, W, Th	9:30am – 1:00pm	Cuong	In-Person, Rm 126
Customer Service Essentials	T, Th	2:00pm – 3:30pm	Jennifer	In-Person or Online

Computers / Digital Literacy

Computer & Mobile Basics	M, W	9:00am – 11:00am	Erik	In-Person, Rm 108
Microsoft Word & Google Docs	M, W	12:00pm – 2:00pm	Erik	In-Person, Rm 108
PowerPoint	T, Th	12:00pm – 2:00pm	Erik	In-person, Rm 108
Microsoft Excel	T, Th	9:00am – 11:00am	Erik	In-Person, Rm 108
ESOL Microsoft Word & Google Docs	M, W	11:30am – 1:30pm	Jennifer	In-Person, Rm 109
ESOL Computer & Mobile Basics	M, W	9:00am – 11:00am	Geoffrey	In-Person, Rm 109
Microsoft Word & Google Docs	T, Th	5:00pm – 6:30pm	Sakuntla	Online
Microsoft Excel	M, W	9:00am – 10:30am	Sakuntla	Online

English as a Second or Other Language (ESOL)

ESOL Basic	M, W	2:00pm – 4:00pm	Staffing	In-Person, Rm 122
ESOL Level 1	T, Th	9:00am – 11:00am	Geoffrey	In-Person, Rm 122
ESOL Level 2	M, W	2:00pm – 4:00pm	Geoffrey	In-Person, Rm 126
ESOL Level 3	T, Th	2:00pm – 3:30pm	Geoffrey	In-Person or online
ESOL Level 4	T, Th	10:00am – 11:30am	Staffing	In-Person or Online
Citizenship Test Preparation	M, W	5:00pm – 6:30pm	Jennifer	Online

Reading & Writing / High School Completion & Beyond

Math Skills Building	T, Th	10:00 am – 12:00 pm	Open	Rm 122
Writing Skill Building	T, Th	1:00 pm – 2:30 pm	Sakuntla	Online
High School Completion Guidance	TBD	By Appointment	Jennifer	TBD

CONTACT: PLEASE CALL 206.860.5755 FOR ANY QUESTIONS ABOUT REGISTERING.

SUPPORT SERVICES: JUAN, CASE MANAGER 206.329. 1000. EXT 3153

Being enrolled in Goodwill classes' means you get to work with a Case Manager to connect with local resources to meet your basic needs.

EMPLOYMENT SERVICES: DANIEL, EMPLOYMENT SPECIALIST 206.726.5873

An Employment Specialist can help you reach your weekly job search or work-related activity goals and ensure you are work-ready, from resume development to job lead identification.

OPEN JOB LAB FOR STUDENTS:

Open, walk-in lab for students looking for help with job searches, resumes, cover letters, interviews and more. No registration or appointment is needed.

Job Lab Schedule

Monday – Thursday	11:00am – 2:00pm	In-Person, Rm 115
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EMPLOYMENT PREPARATION WORKSHOP SCHEDULE:

In-Person Workshop (Students Only)

Dress for Success	Wednesday, Nov. 9	11:00am – 12:30pm
Resume Writing	Thursday, Nov. 17	11:00am – 12:30pm
Interviewing	Wednesday, Nov. 23	11:00am – 12:30pm
Online Job Search	Wednesday, Nov. 30	11:00am – 12:30pm

In-Person or Online Workshops (Open to the Public)

Dress for Success	Tuesday, November 8	11:00am – 12:30pm
Online Job Search	Tuesday, November 15	11:00am – 12:30pm
Resume Workshop	Tuesday, November 22	11:00am – 12:30pm
Job Interview Preparation	Tuesday, November 29	11:00am – 12:30pm

Job Fair (Open to the Public)

Meet the Employers	TBD	11:00am – 1:30pm
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REGISTRATION:

EMAIL DANIEL.HUNT@EVERGREENGOODWILL.ORG OR 206.726.5873 TO REGISTER.

ONE-ON-ONE ASSISTANCE IS AVAILABLE IN-PERSON OR ONLINE.