**TRAINING PROGRAMS**

**Maximize Your Potential**

All Goodwill program participants are encouraged to learn how to “maximize their potential” by taking advantage of interactive workshops on a helpful range of topics - from resumes to interviews and from computer skills to dressing for success! You’ll learn through role-playing and video tapes, and take home tools you can use again and again.

**Computer Skills**

The Computer Skills class core includes an a la carte menu from the Microsoft Office Suite, plus individualized training plans for students to prepare them for today’s workplace or to continue post-secondary education. Classes are available for new students on an on-going basis. The Goodwill Computer Skills program has flexible characteristics that ensure students who complete their training program will have the skills needed to continue their education in a college setting or to gain entry-level employment once completed, depending on their individualized plan.

**Online & Upward**

Online & Upward uses distance education to provide job-relevant training opportunities. Courses are designed to teach new skills or enhance current skills for a variety of today’s careers. Training is completed in an online environment and courses include an opportunity to practice and test new skills. This program is self-monitored and self-paced.

**Retail Skills**

Retail Skills provides real world, hands-on training in a wide variety of retail tasks. This 6-9 week course taught by Tacoma Community College faculty using interactive video technology providing students with the opportunity to earn up to 12 college credits.

**WAREHOUSE, TRANSPORTATION & LOGISTICS PROGRAM**

Get on the fast track to a career in warehousing, transportation and logistics with this comprehensive, video-conferenced program taught in the Distance Learning Theater at Goodwill’s Work Opportunity Center in Tacoma and broadcast to the Yakima and Longview Work Opportunity Centers. Approved by local employers, this 11-week program provides all the entry-level and career advancement skills needed for this field. The program is taught by Tacoma Community College faculty using interactive video technology providing students with the opportunity to earn up to 12 college credits.

**WORK ASSESSMENT**

**Work Evaluation**

This is a 20-day program in which the participant is placed in a job and assessed to see how well s/he performs. This is a real work experience; the participant is expected to perform the duties of their job and may be paid. Successful participants may be referred to job placement services. It also gives participants the opportunity to try out up to four different jobs to help them find the best and most enjoyable fit for them. Accommodations may be made based on limitations.

**SUPPORT SERVICES**

**Financial Education**

Goodwill’s Financial Education program is designed to provide employees and members of the community with invaluable skills essential to building financial stability and self-sufficiency. This course incorporates banking basics, budgeting, debt management, investing, critical thinking skills, reading and understanding credit reports/scores. Class size is structured to ensure a supportive learning environment with the goal of giving each student the knowledge necessary to achieve a financially stable future.