

# EDUCATION AND JOB READINESS SCHEDULE

## SEPTEMBER



11270 Elkins Road  
Roswell, GA 30076  
770-640-0399

SUN	MON	TUE	WED	THU	FRI	SAT
			1 <b>Learn English</b> 5:30-7:30	2 <b>Career Coaching</b> 10:30-2:30	3	4
5	6 Offices Closed	7 <b>Clase de Crédito</b> 7:00-8:00	8 <b>Learn English</b> 5:30-7:30	9 <b>Career Coaching</b> 10:30-2:30	10	11 <b>Successful Job Searching</b> 10:30-12:30
12	13 <b>Learn English</b> 5:30-7:30	14	15 <b>Learn English</b> 5:30-7:30	16 <b>Career Coaching</b> 10:30-2:30	17	18 <b>Money Matters</b> 10:30-12:00
19	20 <b>Learn English</b> 5:30-7:30	21	22 <b>Learn English</b> 5:30-7:30	23 <b>Career Coaching</b> 10:30-2:30	24	25
26	27 <b>Learn English</b> 5:30-7:30	28	29 <b>Learn English</b> 5:30-7:30	30 <b>Career Coaching</b> 10:30-2:30		

**INDIVIDUAL CAREER AND JOB COACHING AVAILABLE EVERY THURSDAY FROM 10:30AM – 2:30PM**

Get personal help with your resume, skill assessment, interviewing, job searching and more!

**MAKE YOUR APPOINTMENT TODAY!!**



Classes are free and open to the public. Register early. Space is Limited. All classes are held in the Meeting Room within the Thrift Store. Check in at the front desk for Career Coaching.

- Babysitting is available for some classes.
- Class times can vary depending on the class size.
- Please be on time and seat yourself.
- The schedule is subject to change if necessary.
- Register in advance by calling 770-640-0399 e. 208.

# 2010

Advance Registration  
770-640-0399 e. 208

Or visit us online at  
[www.nfcchelp.org](http://www.nfcchelp.org)

# CLASS AND SEMINAR DESCRIPTIONS AT NFCC

Call 770-640-0399 for advance registration

All classes are open to North Fulton Community Charities' clients and residents of North Fulton County space permitting. Class and individual career coaching sessions are free. Advance Registration is required.

**C003 Money Matters** - This is a required class to receive further services at NFCC. The class covers budgeting basics and will help participants learn how to live on a limited income and manage your resources. Tips on saving money and spending priorities are also covered. All participants receive NFCC's Community Resource Guide with options for additional assistance during a time of transition. (Child care available)

**C002 How to Survive During Unemployment** – For anyone facing a reduction in income or unemployment, this class covers basic money management, how to set financial priorities, develop a plan of action, and how to negotiate with your creditors. Understanding the impact to your credit report is also covered. All participants receive NFCC's Community Resource Guide with information on where to go for further help and job searching.

**E009 Learn English as a Second Language** – Participants will learn grammar, conversation and how to become active participants within their community. By the end of this 10 week course, participants feel more confident in their ability to communicate in English. A graduation celebration is held at the end of the class with family and friends.

**E009 Clase de Ingles** – Un curso gratuito de diez semana ofrecido por North Fulton Community Charities (NFCC) para ayudarle a tener éxito en la sociedad estadounidense. Esta clase le enseñara gramática, vocabulario y conversación para las personas que necesitan mejorar su capacidad para hablar el Ingles. Las clases están diseñadas para principiantes y estudiantes avanzados. Los participantes serán probados en la primera clase determinar su ubicación

**E010 Successful Job Searching** – Participants learn how to create a good resume and complete an effective application. What to expect during an interview and how to make a positive impression. Follow-up and what to avoid are also covered, as well as how to keep a job. All participants receive a certificate for an interview with a local employment agency. (Child care available)

**E011 Job and Career Coaching** –Individuals are encouraged to sign up for one hour individual coaching sessions. Sessions are designed to help with creating an effective resume or completing an application and cover letter, interviewing tips and techniques, skill assessment, navigating job boards, identifying barriers to employment and more. Participants should bring their job history to the session.

**SP003 SP Money Matters** – This is a required class to receive further services at NFCC. The class covers budgeting basics and will help participants learn how to track spending, prioritize and manage their household finances on a limited income.

**SP003 Orientación de Crédito** – Ofrecerá clases para planificar la economía del hogar. NFCC avisa que estas clases son de mucho valor para aquellos que solicitan alimentos y ayuda financiera; por lo tanto, para ser elegible a cualquier ayuda de la agencia, es obligatorio atender esta clase.