eliminating racism
empowering women
ywca

930 N. Monroe St.
(509) 789-9281
ywcaspokane.org

Become a Client
By attending
JUMP START

One-On-One Services:

(Call for appointment)

- Resume Support
- Interview Preparation
- Professional Wear from Our Sister's Closet
- Coach into action!
- Computer Skills

Crisis Line

326-2255

Special Thanks To Our Community Facilitators:

- Connie from WSU
- Julie from MMI
- Jim from West Corp
- Bailee from Radha
- Valerie from Inspired Living Now
- Kathleen from CORD

Women's Opportunity Center

July 2012 Schedule

Monday	Tuesday	Wednesday	Thursday
PC Lab Open 9-3 *Childcare 9-12, 1-3*	*PC Lab Open 9-3* *Childcare 9-12, 1-3*	*PC Lab Open 9-3* *Childcare 9-12, 1-3*	*PC Lab Open 9-3* **Childcare 9-12,1-4**
2 **Women's Opportunity Center (WOC) will be closed.** **Our Sister's Closet (OSC) Will be open.**	**3** 10-11 Mom's Group I **11-3 WOC & OSC Will Be Closed**	**4** **Happy 4th of July!!!**	**5** 10:30-11 Cake & Celebrate 1-2 Action Group 3-4 Yoga* **Child Care Available*
9 11-12 Map Your Life 1-2 Women & Money 2-3 Open Classroom	**10** 10-11 Mom's Group II 11-12 Computer Basics 1-3 JUMP START	**11** **Get The Job I:** 10-11 Get It Together 11-12 Occupation Outlook 1-3 Your Best Resume Yet I	**12** 10-11 Action Group 11-12 Budget Friendly Meals 3-4 Stress Reduction* **Child Care Available*
16 11-12 Opportunity Club 1-2 Making Money Welcome 2-3 Open Classroom	**17** 10-11 Mom's Group III 11-12 Microsoft Word 101 1-3 Open Classroom	**18** **Get The Job II:** 10-12 Your Best Resume Yet II 1-2 Interviewing Secrets 2-3 Dress for the Interview	**19** 10-11 Action Group 11-12 Budget Friendly Meals 3-4 Yoga* 3-6:30 Responsible Renter** **Child Care Available*
23 11-12 Your Story 1-2 Women & Money Club 2-3 Your Voice	**24** 10-11 Mom's Group IV 11-12 Social Media & You 1-3 JUMP START	**25** **Get The Job III:** 10-12 Resume Formatting 1-2 Cover Letter 2-3 Networking & You	**26** 10-11 Action Group 11-12 Budget Friendly Meals 3-4 Stress Reduction* **Child Care Available*
30 11-12 Opportunity Club 1-2 Dream Building 101 2-3 Open Classroom	**31** 10-11 Mom's Group V 11-12 Budget with Excel 1-2 Understanding Disabilities	**Did You Get a Job?** **Let us know and receive an additional visit to** **Our Sister's Closet!!**	

Class Descriptions

(Collect a card from each class you attend; redeem 4 cards of the same category for a small gift!)***

YWCA CLASSES

Jump Start: Learn about the offerings in the Women's Opportunity Center. Leave with a customized plan for you and this program. **REQUIRED**

Action Group: A required once-a-month meeting to help you network and stay on track with your program goals. **REQUIRED**

Cake and Celebrate! Welcome in a new month with a celebration of accomplishments, and set your intention for the month to come.

Open Classroom: Take advantage of our open classroom to focus on a project or task of your choosing.

BUILD YOUR SKILLS ***(Blue colored cards***)***

Computer Basics: Getting to know computers.

Microsoft Word 101: Learn the basics of Microsoft 2007.

Social Media & You: Walk through setting up your own LinkedIn account and how to utilize this tool to support your job search.

Budget with Excel: Learn basic data entry while creating a budget.

GET THE JOB! ***(Orange or Green colored cards***)***

Get The Job I:

- **Get it Together:** Identify your info and create a master application.
- **Occupation Outlook:** Walk through simple steps to a career for you.
- **Your Best Resume Yet I:** Learn keys to a resume that gets noticed.

Get The Job II:

- **Your Best Resume Yet II:** Create and refine a resume right for you.
- **Interview Secrets:** Meet Jim, West Cooperation's recruiter. He can help with the tough questions and divulge his own interview secrets.
- **Dress for the Interview:** Tips for dressing for the interview or work.

Get The Job III:

- **Resume Formatting**: Format an attention winning resume.
- **Cover Letter**: Find out what makes a cover letter effective.
- **Networking & You**: Fun and easy techniques to master a room.

STRESS REDUCTION ***(Purple colored cards***)***

Stress Reduction: Reduce stress in your life and around your job search.

Yoga: Let go of stress with gentle movements and breathing exercises.

FINANCIAL EDUCATION ***(Green or Teal colored cards***)***

(Ask about free Money Management International services available to YWCA clients!)

Women & Money: How to overcome our common money mistakes.

Women & Money Club: Join together to support a positive relationship with your money.

Budget Friendly Meals: Learn to cook on a budget with Connie; WSU extension presents wise ways to make great food!

Making Money Welcome: Challenge limiting beliefs about money and create a power statement to welcome money into your life.

Budget with Excel: Learn basic data entry while creating a budget.

PERSONAL DEVELOPMENT ***(Pink or Teal colored cards***)***

Dream Building 101: Explore desires to do more, be more, have more.

Map Your Life: Identify your future life while creating a vision board.

Mom's Group: Moms come together to give & receive encouragement. Bring your own parenting wisdom and sense of humor.

- Week I: Summer Celebration
- Week II: What does Independence mean to you?
- Week III: Handling the Fireworks of life.
- Week IV: Making Lemonade.
- Week V: "Carpe Diem" Squeezing every moment out of summer.

Opportunity Club: Come together to support yourself and others explore opportunities and resources to help you get a job and build a career.

Understanding Disabilities: Explore what qualifies as a disability and what the opportunities are for empowered independent living.

Your Voice: Discuss what's going on in your country and how it affects women and families.

Your Story: Come tell us your story any way you like, it can be true, almost true, a poem, song, dance or anything you dream up.

Responsible Renters: Learn about the process and skills needed for finding and maintaining safe, stable, affordable and permanent housing. Dinner provided. ****Please call Jen to RSVP 509-789-9293****

One-on-one services are available as needed.
Call 509-789-9281 to schedule an appointment.