



# COMMUNITY LEARNING CENTER

Provided by Lady Butterflies

## Community Education

### Academics/Education

Returning to Learning	Success as an Online Student
College Planning for 9 <sup>th</sup> -12 <sup>th</sup> Grade/Adults	Completing the FAFSA
First in the Family	Writing an Effective Essay (High School/College)

### Career Assessment & Development

Success at Job Fairs	Surviving a Job Lay Off
Professional LinkedIn Profile	The Impact of Social Media on Employment: <i>Are You Being Too Social?</i>
Create Your Elevator Speech	Career Assessment, Personality Assessment & Labor Market Research
Job Search Strategies	Identifying & Marketing Your Transferable Skills
Hourly vs. Salary & Knowing When to Negotiate	Basic Telephone Skills
Resume, Cover Letter & References	Completing Job Applications & Applying Online
Mock Interviewing & First Impressions	Job Retention & Behaviors

### Case Management Training Courses

Communication Skills	Case Management Challenges
Development Stages	Assessment & Individual Service Plans

### Computer Skills Training

Digital Literacy: Intro to Computer Basics	Keyboarding (Learn How to Type)
Mail Merge: Letters, Envelopes, Labels	Microsoft Word, Power Point, Excel, Outlook, OneNote, Publisher
Basic Wix Website for Beginners	Media Literacy: Cyber Safety for Older Adults
Media Literacy: Cyber Safety for Youth/Teens	Email Etiquette

### Entrepreneurship/Small Business

Business Social Media Page (Facebook, LinkedIn, Twitter, Instagram)	Developing Your Personal Brand
Creative Marketing for Your Small Business	Effective Presentations
Developing Your Business Pitch	Visual Storytelling: Infographics
Write Your Business Plan	Is Self-Employment Right for You?
Ideas into Action: Developing Your Business Idea	Choosing Your Business Structure
The Impact of Social Media on Entrepreneurship: <i>Are You Being Social Enough?</i>	Future Ventures (After-School/Summer Camp)

### **Financial Literacy**

Basic Budgeting	Personal Banking
Identity Theft	Understanding Your Credit Score
Insurance, Will & Financial Planning Basics	Strive to Drive: Financial Car Buying Process for Young Adults
Online Interactive Financial Literacy Young Adults	Intro to Stocks

### **Health & Wellness**

Adult & Pediatric: First Aid/CPR/AED Training & Certification	Positive Body 6-Week Fitness Workshop
Menu Planning: Food & Nutrition Skills	

### **Interpersonal Skills**

Communication Skill Building: Parents/Teens	Motivation
Art of Effective Communication & Active Listening	Self-Esteem & Positive Thinking
Time Management: Life Balance	Conflict Management: Dealing with Difficult People
Expressing Your Opinion: Conducting an Interactive Debate	Active Shooter: Department of Homeland Security & FBI Guidelines w/Video
Service Learning: Importance of Volunteering/Community Service	Cultural Diversity
Basic Auto Care Skills	Ethics & Values
Bullying / Aggressive Behavior	Resilience: Finding Strength to Overcome Adversity
What Would You Do? Teachable Moments	What is the F.A.C.T.S. - Self Discovery
Walk A Mile in My Shoes!	Skittles Game Poverty Discussion

### **Non Profit Management & Leadership**

Starting a Non-Profit Organization	Completing the 501c3 Application
Developing Your Board Officers	Volunteer Management
Creative Marketing / Social Media Strategies	Fundraising Strategies
Crafting your Mission Statement	Building Relationships, Securing Collaborations & Raising Awareness
Developing your Programs/Services	Drafting Articles of Incorporation
Drafting Bylaws	Grant Writing Tips & Strategies



# Creative Activity Programs

DIY Friendship Bracelets	Basic Sewing 101: Reading Pillow / Stocking
Personalized Selfie Frame	Vision Boards
Snow Globes	Scrapbooking Basics
Origami Art	Homemade Salt & Sugar Scrubs
Chalkboard Writing Basics	DIY Cut-Out T-Shirts
No-Bake & Take Desserts for Kids	Shadow Drawing
Making Slime	LOOM Jewelry Making
Cake Decorating	Homemade Lipgloss
Personalized Cards (Birthdays/Holidays)	Homemade Turtle Candy
Tissue Paper Flowers	Cardboard Instruments
Burlap Wreaths	Paper Plate Crafts



## How to register?

**\*\*Workshops tailored to fit your needs! Can accommodate class size up to 30 participants\*\***

For cost and registration information, contact: Lady Butterflies Leadership Team

**GA Office: 678-902-5239**

**OH Office: 614-747-4201**

**Email: [Edu\\_Coordinator@yahoo.com](mailto:Edu_Coordinator@yahoo.com)**

*Workshops open to any individual residing in  
City of and Metropolitan areas of Atlanta, GA and Columbus, OH*

**[www.ladybutterflies.org](http://www.ladybutterflies.org)**