



### Academics / Education

Adults	Teens (Age 13-19)
Returning to Learning	
College Planning: for Adults	College Planning: for 8 <sup>th</sup> -12 <sup>th</sup> Grade Students
Completing the FAFSA	Completing the FAFSA
First in the Family	First in the Family

### Computer Skills Training

Adults	Teens (Age 13-19)
Digital Literacy: Intro to Computer Basics	Digital Literacy: Intro to Computer Basics
Keyboarding (Learn How to Type)	Keyboarding (Learn How to Type)
Mail Merge: Letters, Envelopes, Labels	
Microsoft: Word, Power Point, Excel, Outlook, OneNote, Publisher	Microsoft: Word, Power Point, Excel, Outlook, OneNote, Publisher
Basic Website for Beginners (Wix platform)	
Media Literacy: Cyber Safety for Older Adults	Media Literacy: Cyber Safety for Youth/Teens
Email Etiquette	Email Etiquette

### Entrepreneurship

Adults	Teens (Age 13-19)
Business Social Media Page Facebook, LinkedIn, Twitter	
Developing your Personal Brand	Developing your Personal Brand
Marketing for Small Business	Marketing for Small Business
Effective Presentations	
Is Self-Employment Right for You?	Is Self-Employment Right for You?
Choosing your Business Structure	Choosing your Business Structure
Ideas into Action: Developing Your Business Idea	Ideas into Action: Developing Your Business Idea
Business Plan Development	Business Plan Development

### Financial Literacy

Adults	Teens (Age 13-19)
Basic Budgeting	Basic Budgeting
Personal Banking	Personal Banking
Identity Theft	Identity Theft
Understanding your Credit Score	
Insurance, Will & Financial Planning Basics	
	Strive to Drive - Financial Car Buying Process

**\*\*Workshops tailored to fit your needs! Preferred class size limited to 20 participants\*\***

## Interpersonal Skills

Adults	Teens (Age 13-19)
Communication Skill Building: Parents/Teens	Communication Skill Building: Parents/Teens
Motivation	Motivation
Self-Esteem/Positive Thinking	Self-Esteem/Positive Thinking
Time Management: Life Balance	Time Management: Life Balance
Conflict Management: Dealing with Difficult People	Conflict Management: Dealing with Difficult People
Active Shooter: Department of Homeland Security & FBI guidelines w/Video	Service Learning: Volunteering/Community Service
Cultural Diversity	Cultural Diversity
Basic Auto Care Skills	Basic Auto Care Skills
Menu Planning: Food & Nutrition Skills	Bullying / Aggressive Behavior
Resilience: Finding Strength to Overcome Adversity	Resilience: Finding Strength to Overcome Adversity

## Workforce Development (Job Readiness)

Adults	Teens (Age 13-19)
Success at Job Fairs	Success at Job Fairs
Surviving a Job Lay Off	
Professional LinkedIn Profile	Professional LinkedIn Profile
<b><i>Employment Coaching &amp; Training - (Individual Classes OR 6 Week Program)</i></b>	
○ Week 1: Career Assessment, Personality Assessment, Labor Market	
○ Week 2: Job Search, Job Agents, Professional Email/Voicemail	
○ Week 3: Resume, Cover Letter, References, Transferable Skills	
○ Week 4: Job Applications, New Hire Forms, Applying Online	
○ Week 5: First Impressions, Mock Interviewing, Interview Follow-up, Negotiating Salary	
○ Week 6: Job Retention, Job Behaviors, Building References, How to professionally quit	

## Professional Development Training

<b>Case Management Training Courses:</b> Communication Skills; Case Management Challenges; Development Stages; Assessment & Individual Service Plans
<b>Non-Profit Management &amp; Leadership Courses:</b> Starting a Non-Profit (Business Plan); Completing 501c3; Board Management; Legal Issues; Financials/Fundraising; Mission; Relationship Building; Programs/Services; Organizational Structure; Strategic Plan; Stakeholders; Marketing/Social Media; Volunteer Management; Accounting/Taxes

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

Office: 678-902-LADY (5239)      Email: Edu\_Coordinator@yahoo.com

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

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