

FRESH START WOMEN'S FOUNDATION

# Catalog

JULY-SEPTEMBER  
2021



## WORKSHOPS

Attending workshops has never been easier whether virtually or in-person

## RESOURCES

Accessing information to meet immediate needs with helpful staff

## SUPPORT

Ongoing support for personal and professional growth and goals

# About Fresh Start

## Our Mission

Fresh Start Women's Foundation provides education, resources and support for women to positively transform their lives and strengthen our community.

## Our Vision

We envision a community where every woman reaches her full potential through achieving personal empowerment and financial self-sufficiency.

## Meet Our Founders

Fresh Start is all about helping women, and it's been a true passion project for founders and sisters, Pat Petznick and Beverly Stewart. Pat and Beverly watched their grandmother become the sole support for their family and vowed to one day support women who found themselves in similar circumstances.

## Getting Started

Fresh Start Women's Foundation programs and services are available to any woman over the age of 18. New client registration is required before you can access services. Registration can be completed online [here](#) or the 'Getting Started' tab on our website.

Fresh Start Women's Resource Center is located at 1130 E. McDowell Rd., Phoenix, AZ 85006.

After your initial client registration we will complete a brief intake appointment to get to know you as well as share all of our programs & services with you. Once this is completed you'll have access to even more wonderful opportunities with Fresh Start!



## How The Catalog Works

The following pages have descriptions of workshops and webinars that are offered throughout the next quarter. Days, dates, and times for when a particular topic will be offered are listed underneath the description. All of the titles link directly to registration pages on the Fresh Start website.

The description pages are organized by subject matter and show the webinars being delivered virtually via Zoom.

The In-Person description pages list the workshops that will be delivered at the Fresh Start Women's Resource Center.

## Policies

Fresh Start has an on-time arrival policy for all appointments, workshops, and webinars. Please arrive 15 minutes prior to the start time.

Children may not go into classes, appointments, or be left unattended on the premises.

Fresh Start is committed to respecting and protecting your confidentiality at all times. We never release information about you to any individual or agency without your written or verbal consent with the exception of mandated reporting.

# Featured Programs

## **FIRST STEPS**

First Steps is designed to help you identify and prioritize your needs. In this orientation workshop you will receive information about programs, services, and resources to help you create your action plan for first steps at Fresh Start.

Fridays	07/02-09/24	12 p.m. - 1 p.m.
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## **JUMP START - VIRTUAL**

Jump Start is a program that assists women with building a new social support network with other women while concentrating on self-reflection, personal and professional development skills, and moving forward with new goals. Attendance Monday through Friday is mandatory. Intake required to join.

Mon.-Fri.	07/19-07/23	9:30am - 4 p.m.
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## **KICK START INFO SESSION**

Interested in getting started with us? Kick Start is a great, self-paced way to do that! Join us for an upcoming info session where you will learn how to personalize your own program of study using the Fresh Start catalog, and how Fresh Start staff will support you along your journey.

Thurs.	07/15	5:45 p.m. - 6:45 p.m.
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Mon.	08/09	9:30 a.m. - 10:30 a.m.
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Tues.	09/14	12 p.m. - 1 p.m.
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## **MENTEE INFO SESSION**

The Fresh Start Mentoring Program matches clients with local, female volunteers who provide support, insight, and guidance as mentees work on goals in either the six-month Peer Mentoring or the 12-month One-on-One Mentoring option. Attend to learn more & apply.

Mon.	07/12	5:45 p.m. - 6:45 p.m.
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Fri.	08/20	9:30 a.m. - 10:30 a.m.
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Tues.	09/14	5:45 p.m. - 6:45 p.m.
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## **EMPLOYMENT COACHING**

Attend a 45 minute session with an experienced volunteer coach via telephone, Zoom, or email - your choice. Please register for a session that is at least 24 hrs prior desired date so we have time to inform your coach of the appointment.

Tuesdays	07/06-09/28	12 p.m. - 2 p.m.
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Thursdays	07/01-09/30	5 p.m. - 7 p.m.
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Sat.	07/10	10 a.m. - 11:45 a.m.
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Sat.	07/24	10 a.m. - 11:45 a.m.
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Sat.	08/14	10 a.m. - 11:45 a.m.
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Sat.	08/28	10 a.m. - 11:45 a.m.
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Sat.	09/11	10 a.m. - 11:45 a.m.
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Sat.	09/25	10 a.m. - 11:45 a.m.
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## **FINANCIAL COACHING**

Meet one-on-one with a professional financial consultant for a 30 minute session to discuss various types of financial issues including budgeting, retirement planning, financial planning, and more. Securities and advisory services offered through LPL Financial, a Registered Investment Advisor, Member FINRA/SIPC.

Thurs.	07/15	2:30 p.m. - 4:15p.m.
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Thurs.	08/19	5:45 p.m. - 6:45 p.m.
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Thurs.	09/16	5:45 p.m. - 6:45 p.m.
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## **HEALTH COACHING**

Meet one-on-one with a certified Health Coach for a 30 minute session to discuss your health and wellness goals and gain resources, education, and support specific to your health related behavior change needs.

Weds.	07/21	12 p.m. - 2 p.m.
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Weds.	08/18	5:45 p.m. - 7:45 p.m.
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Weds.	09/15	12 p.m. - 2 p.m.
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## **RESOURCE COACHING**

This service provides resources that tend to your immediate needs through 1-on-1 sessions that are 15-20 minutes long. You will be contacted to the preferred method you submit when you register and in the order that you registered. Resource Coaching can also help you create a path within Fresh Start and provide the support that you may need in getting started.

Tuesdays	07/06-08/31	9:30 a.m. - 1:30 p.m.
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Thursdays	07/01-9/30	1:30 p.m. - 4:30 p.m.
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Sat.	07/24	10 a.m. - 1 p.m.
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Sat.	08/21	10 a.m. - 1 p.m.
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Sat.	09/18	10 a.m. - 1 p.m.
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# Career & Education

## **COMMUNICATING EFFECTIVELY IN THE WORKPLACE**

This webinar will teach you skills to have better communication in the workplace and will aid you in preparing to test for the Arizona Career Readiness Credential (ACRC).

Weds.	07/28	5:45 p.m. - 7:15 p.m.
Tues.	08/17	9:30 a.m. - 11:30 a.m.
Thurs.	09/23	5:45 p.m. - 7:45 p.m.

## **CONVEYING PROFESSIONALISM**

This workshop will help you obtain critical skills for professional settings and will aid you in preparing to test for the Arizona Career Readiness Credential (ACRC).

Weds.	07/07	5:45 p.m. - 7:15 p.m.
Mon.	08/09	2 p.m. - 4 p.m.
Thurs.	09/02	5:45 p.m. - 7:15 p.m.

## **DEVELOPING YOUR INNER LEADER**

"Great leaders become great not because of their power, but because of their ability to empower others." Join us for a look at the characteristics of an excellent leader and learn tips and techniques you can use to develop or strengthen your leadership skills.

Tues.	07/06	5:45 p.m. - 7:15 p.m.
Weds.	08/25	9:30 a.m. - 11:30 a.m.
Weds.	09/01	5:45 p.m. - 7:15 p.m.

## **EMPLOYMENT BOOT CAMP**

This webinar offers the opportunity to work with a group of professional volunteers who will help assess the readiness of your resume, LinkedIn profile, interview techniques, and career/industry knowledge.

Sat.	07/17	10 a.m. - 1 p.m.
Thurs.	08/05	10 a.m. - 1 p.m.
Thurs.	09/09	10 a.m. - 1 p.m.

## **EMPLOYMENT EVENTS**

Fresh Start actively works to partner with companies who are hiring on a large scale and, when appropriate, hosts Virtual Employment Events wherein Fresh Start clients can learn more about the company, its culture and the positions they are currently seeking to fill.

Fri.	07/16	9:30 a.m. - 10:30 a.m.
Fri.	08/20	9:30 a.m. - 10:30 a.m.
Fri.	09/17	9:30 a.m. - 10:30 a.m.

## **HELPING HANDS FOR SINGLE MOMS**

### **SCHOLARSHIP INFO SESSION**

Helping Hands for Single Moms provides scholarship assistance to single moms who choose to continue their education. In addition to scholarship assistance, awardees also have access to assistance with auto repairs; limited dental, medical and eye care; holiday gifts; budget management; a "single moms" network; and professional and legal counseling. Join us for this informative webinar to learn more.

Weds.	07/21	5:45 p.m. - 6:45 p.m.
Fri.	07/23	9:30 a.m. - 10:30 a.m.
Tues.	08/17	5:45 p.m. - 6:45 p.m.
Fri.	09/10	9:30 a.m. - 10:30 a.m.

## **INTERVIEWING TO GET THE JOB**

In this webinar, you'll learn how to put your best foot forward in a job interview. We'll cover some common interview questions and talk about dressing for the job you want, body language, and tone of voice. We'll also go over the importance of listening and the power of appreciation.

Mon.	07/12	5:45 p.m. - 7:15 p.m.
Thurs.	08/12	9:30 a.m. - 11:30 a.m.
Tues.	09/07	5:45 p.m. - 7:15 p.m.

## **JOB SEARCH**

Looking for a job? Learn to determine if you are qualified for a given position, how to tailor your resume and cover letter per application, how to apply for a position, and be prepared for the interview. We will also touch on follow-up after the interview and tracking your job search activity.

Tues.	07/20	9:30 a.m. - 11:30 a.m.
Mon.	08/23	5:45 p.m. - 7:15 p.m.

## **LINKEDIN**

This workshop focuses on how to build and utilize LinkedIn for your career. Learn how to incorporate it into your career change or search. Please create an account before coming to this workshop.

Tues.	07/27	5:45 p.m. - 7:15 p.m.
Tues.	08/24	5:45 p.m. - 7:15 p.m.
Tues.	09/28	5:45 p.m. - 7:15 p.m.

## **NETWORKING 101**

Learn how the power of networking can positively build your career. Topics that will be covered include how to create an effective introduction; the benefits of networking and basic do's and don'ts; how to overcome nervousness; an easy way to maintain your connections; and the benefits of power partners.

Thurs.	07/22	9:30 a.m. - 11:30 a.m.
Thurs.	08/19	5:45 p.m. - 7:15 p.m.

## **SALARY NEGOTIATION**

Created for working women, this workshop will teach you to evaluate, negotiate, and articulate your worth in today's workforce.

Tues.	07/27	5:45 p.m. - 7:15 p.m.
Tues.	08/24	9:30 a.m. - 11:30 a.m.
Tues.	09/21	5:45 p.m. - 7:15 p.m.

## **WRITING A WINNING RESUME AND COVER LETTER**

Learn how to market yourself through a well-written resume and cover letter. We'll go over the do's and don'ts of writing a resume, writing an effective summary of qualifications, the importance of action words, and tips for submitting your resume and cover letter electronically.

Fri.	07/09	9:30 a.m. - 11:30 a.m.
Weds.	08/04	5:45 p.m. - 7:15 p.m.

# Financial Literacy

## ASSESSING YOUR FINANCES WITH TAKE

### CHARGE AMERICA

Participants examine their financial well-being by completing a questionnaire to identify areas of improvement in their specific financial situation.

Weds. 07/14 12 p.m. - 1:30 p.m.

## GIVE YOURSELF CREDIT WITH TAKE CHARGE

### AMERICA

Participants learn the importance of credit, how to obtain and read their credit report, how to interpret their credit score, and how to keep good credit.

Weds. 09/29 5:45 p.m. - 7:15 p.m.

## HEALTHY OR WEALTHY WITH TAKE CHARGE

### AMERICA

Participants learn some general strategies for reducing the cost of their health care and explore ways to save money specifically for vision care, dental care, prescription drugs, and hearing loss.

Thurs. 08/19 12 p.m. - 1:30 p.m.

## HOMEOWNERSHIP 101 WITH THE YWCA

Homeownership 101 will teach you everything you need to know about buying the home of which you've always dreamed. This workshop looks at figuring out how much you can afford, types of financing, searching, and leasing and purchasing.

Weds. 09/08 5:45 p.m. - 7:15 p.m.

## INSURANCE 101 WITH YWCA

Insurance 101 will teach you everything you need to know about insurance. Whether it's for a car, home, health or life, everyone needs insurance.

Weds. 07/07 5:45 p.m. - 7:15 p.m.

## INVEST IN YOUR FUTURE, RETIREMENT PREP WITH TAKE CHARGE AMERICA

Participants learn about the types of retirement plans available, how to get started and the importance of starting now. Also discussed is the power of compounding interest and the difference between savings and investing. We will wrap up with ways to decrease money going out and increase money coming in and how events can derail retirement plans.

Weds. 08/25 5:45 p.m. - 7:15 p.m.

## INVESTMENTS: ONE PIECE OF FINANCIAL PLANNING PART 1

Financial Planning covers 6 areas of concentration. Investment Management being one piece of the puzzle. Learn about the Stock and Bond Markets, Asset Allocation, Portfolio Diversification, Passive and Active Management, Retirement vehicle, Tax considerations, and much more in this two part series.

Weds. 07/21 5:45 p.m. - 7:45 p.m.

Weds. 08/18 5:45 p.m. - 7:45 p.m.

Weds. 09/15 5:45 p.m. - 7:45 p.m.

## INVESTMENTS: ONE PIECE OF FINANCIAL PLANNING PART 2

Financial Planning covers 6 areas of concentration. Investment Management being one piece of the puzzle. Learn about the Stock and Bond Markets, Asset Allocation, Portfolio Diversification, Passive and Active Management, Retirement vehicle, Tax considerations, and much more in this two part series. Attendance to part 1 is encouraged.

Thurs. 07/22 5:45 p.m. - 7:45 p.m.

Thurs. 08/19 5:45 p.m. - 7:45 p.m.

Thurs. 09/16 5:45 p.m. - 7:45 p.m.

## KNOW YOUR WORTH - WAGE NEGOTIATION WITH THE YWCA

Join YWCA Metropolitan Phoenix in empowering women to close the wage gap! We offer an educational program geared towards providing women with the skills and knowledge to advocate for themselves and their families during wage negotiations. This live workshop will cover topic on the wage gap itself, creating a career portfolio, writing value statements and negotiation strategies. We will practice and work on our interview skills with trained facilitators in breakout sessions. Join us, as we widen the community of women committed to closing the pay gap!

Tues. 09/14 5:45 p.m. - 7:15 p.m.

## MIND OVER MONEY, MASTER YOUR DEBT WITH TAKE CHARGE AMERICA

Participants learn the sources of attitudes about money, how they influence how we handle finances, common money disorders and how to change money habits. Participants will also learn the major sources of debt and ways to master them, the four major debt management strategies, and how to reduce their debt.

Thurs. 08/12 5:45 p.m. - 7:15 p.m.

# Financial Literacy

## OWN IT: FINANCIAL EDUCATION SERIES WITH THE YWCA

Own It Financial Education is a four-week program that provides its students with the knowledge and tools they need to become financially stable and independent. The curriculum teaches: in depth budgeting, reducing debt, and financial planning. Attendance to all four workshops is required for a graduation certificate.

Weds.	08/04	5:45 p.m. - 7:45 p.m.
Weds.	08/11	5:45 p.m. - 7:45 p.m.
Weds.	08/18	5:45 p.m. - 7:45 p.m.
Weds.	08/25	5:45 p.m. - 7:45 p.m.

## PAYING FOR COLLEGE WITH TAKE CHARGE AMERICA

Participants learn the relative cost of different types of schools and the different sources of funding to pay for college.

Thurs.	07/29	9:30 a.m. - 11 a.m.
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## TEACHING CHILDREN ABOUT MONEY WITH TAKE CHARGE AMERICA

Participants learn the 5 basic money concepts children need to learn, and tips and techniques for teaching these concepts to children 3-5, 6-10, 11-15, 16-18 years of age.

Thurs.	09/08	12 p.m. - 1:30 p.m.
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## SPEND SMART WITH TAKE CHARGE AMERICA

Participants learn the sources of attitudes about money, how they influence how we handle finances, common money disorders and how to change money habits. Participants will also learn the major sources of debt and ways to master them, the four major debt management strategies, and how to reduce their debt.

Thurs.	09/23	5:45 p.m. - 7:15 p.m.
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## STASH IT! WITH TAKE CHARGE AMERICA

Participants learn the principles of saving, various types of savings needed, methods for increasing available money to save and techniques for developing the saving habit.

Thurs.	07/08	12 p.m. - 1:30 p.m.
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## THE ALLSTATE FOUNDATION MOVING AHEAD CURRICULUM

Join this program to learn money basics in order to gain long term financial freedom. You will learn how to control your money, rather than having your money controlling you.

Certificates of completion are awarded to attendees who complete a minimum of three out of four sessions; attendance to all four sessions is encouraged. Certificate earners will receive hard copies of the Moving Ahead Curriculum, a self-care pampering kit, and surprise giveaways! Facilitated by Julie Jakubek, MBA and Allstate Agency Owner

### SESSION ONE: HEALTHY RELATIONSHIPS WITH MONEY

When we think of health and wellness, we think of exercise, eating well, and getting enough sleep – not money. Our relationships with money are also a component of our overall wellness. This class will help you to identify your money behaviors and create solutions for a healthier relationship.

Tues.	09/07	5:45 p.m. - 6:45 p.m.
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### SESSION TWO: WHEN IS DEBT OKAY?

Wondering if you have too much debt? The total of certain types of debt compared to your income can help you answer that question. This class will help you assess where you are and how to move forward in a healthy way.

Tues.	09/21	5:45 p.m. - 6:45 p.m.
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### SESSION THREE: BUILD PROTECTION WITH INSURANCE

Insurance can protect you financially in a number of ways. This class will help you to learn about different types of insurance and how to determine your insurance needs.

Tues.	10/05	5:45 p.m. - 6:45 p.m.
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### SESSION FOUR: CREATIVE WAYS TO SAVE MONEY

We all want to save money, but trimming down on expenses sometimes feels like a sacrifice. This class will help you to find creative ways to save money and learn how to treat yourself within your budget.

Tues.	10/19	5:45 p.m. - 6:45 p.m.
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# Computer Literacy

## **BASIC COMPUTERS & GOOGLE TOOLS**

Did you know that Google is more than just a search engine? Learn how Google's powerful search engine and apps for searching the internet; e-mail; maps; creating documents, spreadsheets, and slideshows; blogging; and image editing.

Weds.	07/14	5:45 p.m. - 7:45 p.m.
Mon.	08/09	9:30 a.m. - 11:30 a.m.
Mon.	08/09	5:45 p.m. - 7:45 p.m.

## **CYBER SAFETY**

This is an introductory course on how to detect and protect yourself from common cyber threats (such as phishing) via your home computer, your mobile device, and your personal network (Wi-Fi). Learn interesting facts, tips and tricks, and how to further your education in cyber security. No prior technical or security skills needed.

Thurs.	07/15	5:45 p.m. - 7:45 p.m.
Fri.	08/20	9:30 a.m. - 11:30 a.m.
Mon.	9/27	5:45 p.m. - 7:45 p.m.

## **GOOGLE DOCS LEVEL 1**

This beginning level workshop introduces you to the word processing application offered as part of Google's suite of productivity tools.

Weds.	07/07	5:45 p.m. - 7:45 p.m.
Mon.	08/23	5:45 p.m. - 7:45 p.m.
Weds.	09/15	5:45 p.m. - 7:45 p.m.

## **GOOGLE DOCS LEVEL 2**

Pre-requisite: Google Docs Level 1. This workshop builds on the skills taught in the Google Docs Level 1 course, introducing you to more advanced features of Docs.

Thurs.	07/08	5:45 p.m. - 7:45 p.m.
Tues.	08/24	5:45 p.m. - 7:45 p.m.
Thurs.	09/16	5:45 p.m. - 7:45 p.m.

## **GOOGLE SHEETS LEVEL 1**

This beginning level workshop introduces you to the spreadsheet application offered as part of Google's suite of productivity tools.

Mon.	07/19	5:45 p.m. - 7:45 p.m.
Mon.	08/30	5:45 p.m. - 7:45 p.m.
Weds.	09/29	5:45 p.m. - 7:45 p.m.

## **GOOGLE SHEETS LEVEL 2**

Pre-requisite: Google Sheets Level 1. This workshop builds on the skills taught in the Google Sheets Level 1 course, introducing you to more advanced features of Sheets.

Tues.	07/20	5:45 p.m. - 7:45 p.m.
Tues.	08/31	5:45 p.m. - 7:45 p.m.
Thurs.	09/30	5:45 p.m. - 7:45 p.m.

## **GOOGLE SLIDES LEVEL 1**

This beginning level workshop introduces you to the slideshow application offered as part of Google's suite of productivity tools.

Mon.	07/12	5:45 p.m. - 7:45 p.m.
Weds.	08/25	5:45 p.m. - 7:45 p.m.
Weds.	09/22	5:45 p.m. - 7:45 p.m.

## **GOOGLE SLIDES LEVEL 2**

Pre-requisite: Google Slides Level 1. This workshop builds on the skills taught in the Google Slides Level 1 course, introducing you to more advanced features of Slides.

Tues.	07/13	5:45 p.m. - 7:45 p.m.
Thurs.	08/26	5:45 p.m. - 7:45 p.m.
Thurs.	09/23	5:45 p.m. - 7:45 p.m.

## **MICROSOFT EXCEL LEVEL 1**

Pre-requisite: None. This webinar introduces you to basic features and functions of Microsoft Excel. From creating a workbook and entering data to formatting your spreadsheet and using formulas and AutoSum, you will see how this powerful tool can help you both professionally and personally.

Mon.	07/19	9:30 a.m. - 11:30 a.m.
Tues.	08/17	9:30 a.m. - 11:30 a.m.
Tues.	08/17	5:45 p.m. - 7:45 p.m.

## **MICROSOFT EXCEL LEVEL 2**

Pre-requisite: Excel Level 1. This webinar builds on the information shared in our Level 1 webinar. In this webinar you'll learn about the Average, Min and Max Functions, as well as building and formatting charts. We also go over page formatting features including headers/footers, page breaks and print titles.

Tues.	07/20	9:30 a.m. - 11:30 a.m.
Weds.	08/18	9:30 a.m. - 11:30 a.m.
Weds.	08/18	5:45 p.m. - 7:45 p.m.

## **MICROSOFT EXCEL LEVEL 3**

Pre-requisite: Microsoft Excel Levels 1 & 2. This workshop builds on the skills taught in the Microsoft Excel Series Levels 1 & 2, introducing you to more advanced features of Excel.

Thurs.	07/27	9:30 a.m. - 11:30 a.m.
Thurs.	08/26	9:30 a.m. - 11:30 a.m.

## **MICROSOFT EXCEL LEVEL 4**

Pre-requisite: Microsoft Excel Level 3. This workshop continues to build on the skills taught in previous Excel classes, introducing you to Pivot Tables, VLookup and Countif, Custom Lists, and more.

Weds.	07/28	9:30 a.m. - 11:30 a.m.
Fri.	08/27	9:30 a.m. - 11:30 a.m.

# Computer Literacy

## **MICROSOFT POWERPOINT LEVEL 1**

Pre-requisite: None. This webinar introduces you to the basic features of Microsoft PowerPoint. We begin by creating a presentation and assigning a design theme. We follow that up with manually formatting the text, inserting new slides and manipulating text and slides using Cut, Copy and Paste. We then cover Find & Replace and the Spell Check feature before running our Slideshow.

Mon.	07/12	9:30 a.m. - 11:30 a.m.
Tues.	08/10	9:30 a.m. - 11:30 a.m.
Tues.	09/13	5:45 p.m. - 7:45 p.m.

## **MICROSOFT POWERPOINT LEVEL 2**

Pre-requisite: PowerPoint Level 1. This webinar builds on the information shared in our Level 1 webinar. In this webinar we'll work in different views, insert and format pictures and shapes and learn to animate and automate our slideshows.

Tues.	07/13	9:30 a.m. - 11:30 a.m.
Weds.	08/11	9:30 a.m. - 11:30 a.m.
Weds.	08/11	5:45 p.m. - 7:45 p.m.

## **MICROSOFT POWERPOINT LEVEL 3**

Pre-requisite: Microsoft PowerPoint Levels 1 & 2. This workshop builds on the skills taught in the Microsoft PowerPoint Series, introducing you to more advanced features of PowerPoint.

Weds.	07/21	9:30 a.m. - 11:30 a.m.
Thurs.	08/19	9:30 a.m. - 11:30 a.m.

## **MICROSOFT WINDOWS LEVEL 1**

This entry-level webinar introduces you to the Windows Operating System. You'll learn about the different components of the desktop, how to open, resize, move and close individual windows. You'll also be introduced to the File Explorer where we create folders, move and copy folders to a thumb drive, and delete, restore, and then permanently delete files and folders.

Tues.	07/06	9:30 a.m. - 11:30 a.m.
Tues.	07/06	5:45 p.m. - 7:45 p.m.
Mon.	08/02	9:30 a.m. - 11:30 a.m.
Mon.	08/02	5:45 p.m. - 7:45 p.m.
Weds.	09/01	5:45 p.m. - 7:45 p.m.

## **MICROSOFT WINDOWS LEVEL 2**

Pre-requisite: Microsoft Windows Level 1. This workshop builds on the skills taught in the Microsoft Windows Level 1 class, introducing you to more advanced features of Windows, including customizing the Start Menu and Task Bar, personalizing your desktop, customizing the File Explorer and performing Windows updates.

Mon.	08/16	9:30 a.m. - 11:30 a.m.
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## **MICROSOFT WORD LEVEL 1**

Pre-requisite: None. This webinar introduces you to the basic features of Microsoft Word. We take you from creating a document, through formatting text, and into editing tools such as Cut, Copy and Paste and Find and Replace. We also create bulleted and numbered lists and use the Spelling and Grammar Checkers.

Weds.	07/07	9:30 a.m. - 11:30 a.m.
Tues.	08/03	9:30 a.m. - 11:30 a.m.
Tues.	08/03	5:45 p.m. - 7:45 p.m.

## **MICROSOFT WORD LEVEL 2**

Pre-requisite: Word Level 1. In this webinar you'll learn to insert dates that automatically update when a document is opened, apply borders to paragraphs and pages, and apply before and after spacing to your paragraphs. We also share how to set tabs and paragraph indents as well as create tables. Lastly, we create headers and footers to create a polished document.

Thurs.	07/08	9:30 a.m. - 11:30 a.m.
Weds.	08/04	9:30 a.m. - 11:30 a.m.
Weds.	08/04	5:45 p.m. - 7:45 p.m.

## **MICROSOFT WORD LEVEL 3**

Pre-requisite: Microsoft Word Levels 1 & 2. This workshop builds on the skills taught in the Microsoft Word Series, introducing you to more advanced features of Word.

Weds.	07/14	9:30 a.m. - 11:30 a.m.
Thurs.	08/12	9:30 a.m. - 11:30 a.m.

## **MICROSOFT WORD LEVEL 4**

Pre-requisite: Microsoft Word Level 3. This workshop continues to build on the skills taught in previous Word classes, introducing you to columns, outline numbering, generating Tables of Contents, adding footnotes, and working with multiple headers and footers.

Thurs.	07/15	9:30 a.m. - 11:30 a.m.
Fri.	08/13	9:30 a.m. - 11:30 a.m.

## **TECHNOLOGY CAREER COACHING**

Considering a career in Technology? Schedule a 30-minute coaching session with our volunteer Tech Coach to learn more about the industry and how to structure your resume and interviewing skills when applying for tech jobs.

Fri.	08/06	9:30 a.m. - 11:30 a.m.
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## **WORKING IN A VIRTUAL WORLD**

What does it mean to work virtually? In this webinar, we'll talk about video conferencing, collaboration, and file sharing as well as online etiquette and how to come across well in video meetings and video job interviews.

Thurs.	07/22	9:30 a.m. - 11:30 a.m.
Thurs.	08/05	5:45 p.m. - 7:45 p.m.
Thurs.	09/09	9:30 a.m. - 11:30 a.m.

# Life Skills

## **ASSERTIVE COMMUNICATION**

Assertive communication is the ability to speak and act in ways that naturally cause people to respond attentively and positively. Join this webinar and learn how to assert yourself in your professional and personal life. **This is a Foundation Series course.**

Tues.	07/13	9:30 a.m. - 10:30 a.m.
Weds.	08/11	5:45 p.m. - 6:45 p.m.

## **BASICS ON EXERCISE & FITNESS**

This webinar is a great follow up to the Basics of Health and Nutrition. This workshop will guide you through easy everyday steps that will support your strength, cardiovascular, and over all fitness right from your home. Learn how to make exercise work for you and your lifestyle.

Tues.	07/27	9:30 p.m. - 11:30 a.m.
Fri.	08/27	12 p.m. - 2 p.m.
Mon.	09/27	5:45 p.m. - 7:45 p.m.

## **BASICS ON HEALTH & NUTRITION**

This webinar will guide you through easy everyday steps that will support your overall physical health and wellness. If you are unsure of where to start, this workshop is a great first step.

Tues.	07/20	9:30 a.m. - 11:30 a.m.
Fri.	08/13	12 p.m. - 2 p.m.
Mon.	09/13	5:45 p.m. - 7:45 p.m.

## **DEVELOPING BOUNDARIES**

This webinar will help you identify healthy boundaries, the signs of unhealthy boundaries, and the emotional hooks that prevent us from setting boundaries in a relationship. Learn how to say "no", how to set limits, and steps to improve relationships of all kinds. **This is a Foundation Series course.**

Weds.	07/14	5:45 p.m. - 6:45 p.m.
Weds.	08/25	12 p.m. - 1 p.m.

## **EMOTIONAL INTELLIGENCE PART 1**

How are emotions affecting your relationships? Discuss your abilities to recognize behaviors, moods, and impulses, and manage them in a positive way in order to communicate effectively, empathize with others, manage stress, overcome challenging situations and defuse conflict. We will focus on skills to cope with your emotions and the emotions of others when there is tension and conflict.

Fri.	07/09	9:30 a.m. - 10:30 a.m.
Weds.	08/11	5:45 p.m. - 6:45 p.m.
Fri.	09/10	9:30 a.m. - 10:30 a.m.

## **EMOTIONAL INTELLIGENCE PART 2**

Ready to take what you learned in Part One and deepen your learning? In this course we will provide you with hands-on exercises and techniques to manage your emotions and to make better decisions. It is strongly encouraged that you attend Part One prior to attending Part Two.

Fri.	07/16	9:30 a.m. - 10:30 a.m.
Weds.	08/18	5:45 p.m. - 6:45 p.m.
Fri.	09/17	9:30 a.m. - 10:30 a.m.

## **GOAL SETTING**

Join our webinar to learn simple and easy ways to identify a goal and create a plan for accomplishing it. This session will help you learn how to overcome past challenges that have held you back and to create a new specific goal in mind you'd like to achieve.

**This is a Foundation Series course.**

Weds.	07/14	2 p.m. - 3 p.m.
Thurs.	08/05	5:45 p.m. - 6:45 p.m.
Thurs.	09/16	9:30 a.m. - 10:30 a.m.

## **MENTORING SUPPORT SERIES**

In this three-part series, participants will learn about Professionalism, Communication, and Leadership topics, themes included in the Mentoring Program. These workshops are available for anyone who is enrolled or interested in enrolling in the Mentoring Program. Upon successful completion of the three-part series, you will receive a Certificate of Completion..

Weds.	07/21	5:45 p.m. - 7:45 p.m.
Weds.	08/18	5:45 p.m. - 7:45 p.m.
Weds.	09/15	5:45 p.m. - 7:45 p.m.

## **MINDFULNESS PRACTICE SESSION**

This 45 minute long class is designed to further practice and discuss the mindfulness techniques taught in Jump Start and the Stress Relief course. It is encouraged that you attend these programs prior to attending this group class.

Thurs.	07/29	5:45 p.m. - 6:30 p.m.
Thurs.	09/02	5:45 p.m. - 6:30 p.m.

## **RESILIENCY 101**

This live webinar will help you learn about resiliency, what it means, and how you can continue to grow your very own levels of resiliency.

Weds.	07/07	10 a.m. - 11 a.m.
Mon.	08/30	5:45 p.m. - 6:45 p.m.

## **SPEAKER SERIES**

The SpeakHer Series teaches confidence tools for women to step into their public speaking power. Upon completion, participants will be invited to the SpeakHer Story Slam. Intake & pre-registration required. Contact Lakiesha Townsel at [ltownsel@fswf.org](mailto:ltownsel@fswf.org) with questions.

Weds.-Thurs.	07/28-07/29	10 a.m. - 11:30 a.m.
Weds.-Thurs.	08/18-08/19	10 a.m. - 11:30 a.m.

## **STRESS RELIEF**

This live webinar will help you understand stress and learn tools for how to manage the impacts of stress from day-to-day. **This is a Foundation Series course.**

Mon.	07/19	5:45 p.m. - 6:45 p.m.
Tues.	08/17	9:30 a.m. - 11:30 a.m.
Weds.	09/22	12 p.m. - 1 p.m.

## **YOGA STRETCHING & BREATHING**

Experience gentle stretching with coordinated breathing, and breathing with coordinated meditation. Learn to create a stronger mind/body connection, reduce stress, increase focus and re-balance! A focus and practice on movements such as brain wave vibration and Ki-Gong.

Tues.	07/06	5:45 p.m. - 6:45 p.m.
Tues.	08/03	5:45 p.m. - 6:45 p.m.
Tues.	09/07	5:45 p.m. - 6:45 p.m.

# Support Services

## **ACCESSING PROTECTIVE ORDERS**

This workshop is presented by a CLS Lead Family Law & Victims' Attorney, and a Sojourner Lead Lay Legal Advocate, who will present an overview of the Arizona laws and rules that govern Protective Orders, focus on the impact of COVID-19 on the process and issuance of protective orders in Arizona, and address questions from webinar participants at the end of the presentation. This is a non-confidential classroom setting, and the instructors cannot provide legal advice.

Thurs. 08/26 12 p.m. - 2 p.m.

## **BUILDING YOUR EMPIRE: HOW TO INCREASE SELF-ESTEEM**

This segment will teach you the foundational steps to improve your vision of yourself through increasing your feelings of self-worth. Through the practice of being mindful and changing your story, you are on the road to the creation of your own EMPIRE OF SUCCESS!

Mon. 07/12 12 p.m. - 1 p.m.

## **FAMILY COURT PREPARATION Q&A**

This webinar covers the basics of family court. It discusses different legal papers, common mistakes, and how to handle your own appearance at trial. This is a non-confidential classroom setting, the instructor cannot provide legal advice.

Tues. 07/27 5:45 p.m. - 6:45 p.m.

Tues. 08/24 5:45 p.m. - 6:45 p.m.

Tues. 09/28 5:45 p.m. - 6:45 p.m.

## **GAINING CONTROL, DIVORCE CHANGES EVERYTHING**

Discover how to gain control by understanding the key factors of divorce. Learn the critical components of divorce: Asset Division, Child Support & Spousal Maintenance. Gain answers to your questions surrounding the financial aspects of divorce to build confidence during this difficult transition.

Mon. 08/09 9:30 a.m. - 11:30 a.m.

## **INTRODUCTION TO FAMILY COURT**

Presenter will provide an overview of different types of family law matters, legal terminology, and court procedures used in family court and how to access our family law support services at Fresh Start.

Tues. 07/06 9:30 a.m. - 10:30 a.m.

Tues. 08/03 9:30 a.m. - 10:30 a.m.

Tues. 09/07 9:30 a.m. - 10:30 a.m.

## **MENTAL HEALTH 101**

This is a straightforward workshop to help to increase mental health literacy. Mental health refers to our overall emotional and psychological well-being. We will discuss signs and symptoms of mental health concerns such as anxiety, depression, and stress during this workshop. You will learn strategies for managing your mental health and how to access support when needed.

Mon. 08/09 2 p.m. - 4 p.m.

## **PREPARING & PRESENTING YOUR FAMILY COURT CASE WITH COMMUNITY LEGAL SERVICES**

Community Legal Services attorneys will teach you how to prepare and present your case in court and provide information, resources, and helpful tips about Arizona Family Court processes during the COVID-19 Pandemic—from filing your Petition or Response through successfully representing yourself in trial. This is a non-confidential classroom setting, and the instructor cannot provide legal advice.

Mon. 07/12 5:45 p.m. - 7:45 p.m.

Tues. 08/10 2 p.m. - 4 p.m.

Tues. 09/21 9:30 a.m. - 11:30 a.m.

## **SUPPORT GROUP: CONTINUING HEALTHY BOUNDARIES**

This support group is for women who have completed Developing Boundaries or completed Jump Start. Participants bring unique boundary experiences to the group to continue working on creating and maintaining healthy boundaries. We will celebrate boundary successes and help with boundary challenges in a safe group setting. Developing healthy boundaries is a process not an event.

Tuesdays 07/06-08/31 2 p.m. - 3:30 p.m.

## **SUPPORT GROUP: THE SECOND HALF**

This is a structured support group for women over 45 wanting to plan for "the second half" of life. If you are facing an empty nest or life transition, you may be experiencing a number of feelings, including, relief, remorse, or regret. Retirees or career focused women may be exploring new possibilities, desiring new focus, or searching for their dreams. We will take a look at our life journey this far and "pack" for the journey we choose to take in the second half of life.

Thursdays 07/08-08/19 5:45 p.m. - 7:15 p.m.

Thursdays 09/02-09/30 5:45 p.m. - 7:15 p.m.

# Spanish Services

## ORIENTACIÓN: PRIMEROS PASOS

En nuestro video de orientación recibirá información sobre programas, servicios y recursos para ayudarla a crear su propio plan de acción personalizado.

Siempre Todos 10 minutos

## INTRODUCCIÓN AL TRIBUNAL DE FAMILIA

El presentador proporcionará una descripción general de los diferentes tipos de asuntos de derecho de familia, terminología legal y procedimientos judiciales utilizados en el tribunal de familia. Conozca sobre otros talleres virtuales, disponibles para ayudarla a prepararse para la corte y conozca cómo acceder a nuestros servicios de apoyo de derecho familiar.

Miercoles 07/07 5:45 p.m. - 6:45 p.m.

Miercoles 08/04 5:45 p.m. - 6:45 p.m.

Miercoles 09/01 5:45 p.m. - 6:45 p.m.

## ALIVIO DEL ESTRÉS VIRTUAL

Este taller le ayudará a entender el estrés y a aprender herramientas para manejar los impactos del estrés en el día a día. **Este es un curso parte del Foundation Series.**

Jueves 07/15 12 p.m. - 2 p.m.

## COMUNICACIÓN ASERTIVA EN PERSONA

La comunicación asertiva es la capacidad de hablar y actuar de manera que naturalmente haga que las personas respondan atenta y positivamente. Únase a este taller y aprenda cómo afirmarse en su profesionalismo y vida personal. **Este es un curso parte del Foundation Series.**

Miercoles 09/08 12 p.m. - 2 p.m.

## ESTABLECIENDO OBJETIVOS EN PERSONA

Participe en nuestro taller para aprender maneras simples y fáciles de identificar una meta y crear un plan para lograrlo. Esta sesión le ayudará a aprender a superar desafíos pasados que haya tenido y para crear un nuevo objetivos específicos que le gustaría lograr. **Este es un curso parte del Foundation Series.**

Martes 09/28 9:30 a.m. - 11:30 a.m.

## LÍMITES SANOS VIRTUAL

Este webinar le ayudará a identificar límites sanos, las señales de que tus límites no son sanos y los ganchos emocionales que nos impiden establecer límites en una relación. Aprenda a decir "no", cómo establecer límites y pasos para mejorar las relaciones de todo tipo. **Este es un curso parte del Foundation Series.**

Jueves 08/19 5:45 p.m. - 6:45 p.m.

## COMENZANDO CON MICROSOFT WINDOWS

Esta clase de nivel inicial presenta las habilidades básicas para usar el programa de Microsoft Windows tales como: el uso del ambiente del escritorio o "Desktop" y el "mouse", abrir, cambiar de tamaño y cerrar las "ventanas" de los programas de Microsoft Windows. Asimismo, poder crear, copiar, mover, eliminar y recuperar archivos y carpetas de archivos. Usted recibirá una carpeta en donde podrá guardar sus archivos y hojas de papel, un dispositivo de almacenamiento USB (Flash Drive) para guardar sus archivos electrónicos y un Certificado al final del curso.

Lunes 07/26 5:45 p.m. - 7:45 p.m.

Jueves 08/12 5:45 p.m. - 7:45 p.m.

Jueves 09/02 5:45 p.m. - 7:45 p.m.

## HABILIDADES BASICOS COMPUTACIONALES Y

### HERRAMIENTAS DE GOOGLE

¿Sabía usted que Google es más que sólo una de herramienta de búsqueda del Internet? Obtenga más información acerca de la potente herramienta de búsqueda de Internet de Google, así como de todas las aplicaciones de Google, como el correo electrónico, los mapas, la creación de documentos, las hojas de cálculo y las presentaciones de diapositivas, blogs y edición de imágenes.

Jueves 08/19 5:45 p.m. - 7:45 p.m.

# In-Person Workshops

## CAREER & EDUCATION

### JOB SEARCH

Looking for a job? Learn to determine if you are qualified for a given position, how to tailor your resume and cover letter per application, how to apply for a position, and be prepared for the interview. We will also touch on follow-up after the interview and tracking your job search activity.

Weds.

09/15

2 p.m. - 4 p.m.

### NETWORKING 101

Learn how the power of networking can positively build your career. Topics that will be covered include how to create an effective introduction; the benefits of networking and basic do's and don'ts; how to overcome nervousness; an easy way to maintain your connections; and the benefits of power partners.

Thurs.

09/30

9:30 a.m. - 11:30 a.m.

### WRITING A WINNING RESUME AND COVER LETTER

Learn how to market yourself through a well-written resume and cover letter. We'll go over the do's and don'ts of writing a resume, writing an effective summary of qualifications, the importance of action words, and tips for submitting your resume and cover letter electronically.

Tues.

09/14

9:30 a.m. - 11:30 a.m.

## COMPUTER LITERACY

### MICROSOFT EXCEL LEVEL 1

Pre-requisite: None. This webinar introduces you to basic features and functions of Microsoft Excel. From creating a workbook and entering data to formatting your spreadsheet and using formulas and AutoSum, you will see how this powerful tool can help you both professionally and personally.

Mon.

09/20

9:30 a.m. - 11:30 a.m.

### MICROSOFT EXCEL LEVEL 2

Pre-requisite: Excel Level 1. This webinar builds on the information shared in our Level 1 webinar. In this webinar you'll learn about the Average, Min and Max Functions, as well as building and formatting charts. We also go over page formatting features including headers/footers, page breaks and print titles.

Tues.

09/21

9:30 a.m. - 11:30 a.m.

### MICROSOFT EXCEL LEVEL 3

Pre-requisite: Microsoft Excel Levels 1 & 2. This workshop builds on the skills taught in the Microsoft Excel Series Levels 1 & 2, introducing you to more advanced features of Excel.

Weds.

09/29

9:30 a.m. - 11:30 a.m.

### MICROSOFT EXCEL LEVEL 4

Pre-requisite: Microsoft Excel Level 3. This workshop continues to build on the skills taught in previous Excel classes, introducing you to Pivot Tables, VLookup and Countif, Custom Lists, and more.

Thurs.

09/30

9:30 a.m. - 11:30 a.m.

### MICROSOFT POWERPOINT LEVEL 1

Pre-requisite: None. This workshop introduces you to the basic features of Microsoft PowerPoint. We begin by creating a presentation and assigning a design theme. We follow that up with manually formatting the text, inserting new slides and manipulating text and slides using Cut, Copy and Paste. We then cover Find & Replace and the Spell Check feature before running our Slideshow.

Mon.

09/13

9:30 a.m. - 11:30 a.m.

### MICROSOFT POWERPOINT LEVEL 2

Pre-requisite: PowerPoint Level 1. This workshop builds on the information shared in our Level 1 workshop. In this workshop we'll work in different views, insert and format pictures and shapes and learn to animate and automate our slideshows.

Tues.

09/14

9:30 a.m. - 11:30 a.m.

### MICROSOFT POWERPOINT LEVEL 3

Pre-requisite: Microsoft PowerPoint Levels 1 & 2. This workshop builds on the skills taught in the Microsoft PowerPoint Series, introducing you to more advanced features of PowerPoint.

Weds.

09/22

9:30 a.m. - 11:30 a.m.

### MICROSOFT WINDOWS LEVEL 1

This entry-level workshop introduces you to the Windows Operating System. You'll learn about the different components of the desktop, how to open, resize, move and close individual windows. You'll also be introduced to the File Explorer where we create folders, move and copy folders to a thumb drive, and delete, restore, and then permanently delete files and folders.

Weds.

09/01

9:30 a.m. - 11:30 a.m.

### MICROSOFT WORD LEVEL 1

Pre-requisite: None. This workshop introduces you to the basic features of Microsoft Word. We take you from creating a document, through formatting text, and into editing tools such as Cut, Copy and Paste and Find and Replace. We also create bulleted and numbered lists and use the Spelling and Grammar Checkers.

Tues.

09/07

9:30 a.m. - 11:30 a.m.

# In-Person Workshops

## COMPUTER LITERACY

### MICROSOFT WORD LEVEL 2

Pre-requisite: Word Level 1. In this workshop you'll learn to insert dates that automatically update when a document is opened, apply borders to paragraphs and pages, and apply before and after spacing to your paragraphs. We also share how to set tabs and paragraph indents as well as create tables. Lastly, we create headers and footers to create a polished document.

Weds. 09/08 9:30 a.m. - 11:30 a.m.

### MICROSOFT WORD LEVEL 3

Pre-requisite: Microsoft Word Levels 1 & 2. This workshop builds on the skills taught in the Microsoft Word Series, introducing you to more advanced features of Word.

Weds. 09/15 9:30 a.m. - 11:30 a.m.

### MICROSOFT WORD LEVEL 4

Pre-requisite: Microsoft Word Level 3. This workshop continues to build on the skills taught in previous Word classes, introducing you to columns, outline numbering, generating Tables of Contents, adding footnotes, and working with multiple headers and footers.

Thurs. 09/16 9:30 a.m. - 11:30 a.m.

## LIFE SKILLS

### ASSERTIVE COMMUNICATION

Assertive communication is the ability to speak and act in ways that naturally cause people to respond attentively and positively. Join this workshop and learn how to assert yourself in your professional and personal life. **This is a Foundation Series course.**

Weds. 09/15 12 p.m. - 2 p.m.

### DEVELOPING BOUNDARIES

This workshop will help you identify healthy boundaries, the signs of unhealthy boundaries, and the emotional hooks that prevent us from setting boundaries in a relationship. Learn how to say "no", how to set limits, and steps to improve relationships of all kinds. **This is a Foundation Series course.**

Weds. 09/15 12 p.m. - 2 p.m.

### FAST TRACK FOUNDATION SERIES

This program allows women to maximize their time getting started. Participants will be able to identify and prioritize their needs and create a personalized action plan. Participants will then learn the basics of our Foundation Series classes. Completion of this program fulfills the Foundation Series requirement in the Kick Start Program of Study.

Weds. 09/01 9:30 a.m. - 1 p.m.

### PASSION & PURPOSE CAMP

The Passion and Purpose Camp is designed to help you harness your passions and investigate how to use them with purpose! You will improve your awareness of your skills and strengths through interactive, fun, and inspirational activities that will help you create a personal mission statement.

Mon. 09/27 12 p.m. - 3:30 p.m.

### RESILIENCY 101

This workshop will help you learn about resiliency, what it means, and how you can continue to grow your very own levels of resiliency.

Tues. 09/28 12 p.m. - 2 p.m.

### SPEAKHER SERIES

The SpeakHer Series teaches confidence tools for women to step into their public speaking power. Upon completion, participants will be invited to the SpeakHer Story Slam. Intake & pre-registration required. Contact Lakiesha Townsel at [ltownsel@fswf.org](mailto:ltownsel@fswf.org) with questions.

Weds. 09/08 9:30 a.m. - 3:30 p.m.

## SUPPORT SERVICES

### RESOURCE COACHING

This service provides resources that tend to your immediate needs through 1-on-1 sessions that are 15-20 minutes long. Resource Coaching can also help you create a path within Fresh Start and provide the support that you may need in getting started. First come, first served.

Tuesdays 09/07-09/28 9:30 a.m. - 12:30 p.m.

### SUPPORT GROUP: CONTINUING HEALTHY BOUNDARIES

This support group is for women who have completed Developing Boundaries or completed Jump Start. Participants bring unique boundary experiences to the group to continue working on creating and maintaining healthy boundaries. We will celebrate boundary successes and help with boundary challenges in a safe group setting. Developing healthy boundaries is a process not an event.

Tuesdays 09/07-09/28 2 p.m. - 3:30 p.m.

### TRANSITIONS

This workshop will focus on life's planned and unplanned transitions and learn more about how best to cope. We will discuss transitions such as the loss of a loved one, career changes, physical health, and relationship transitions, to name a few. You do not have to be in a transition to benefit from this workshop; all are welcome.

Mon. 09/13 9:30 a.m. - 11:30 a.m.



business  
education  
strategy  
support  
control  
psychology  
authority  
growth  
respect  
social  
attitude  
mindset  
career  
opportunity  
motivation  
community  
women  
beliefs  
process  
multi-dimensional  
**empowerment**  
confidence  
self-esteem  
information  
autonomy  
gender  
initiative  
power  
group  
decision  
responsibility  
self-determining  
leadership

HELPING WOMEN HELP THEMSELVES



Fresh Start  
Women's Foundation