January 2
Microsoft Excel 101: Creating a Chart
• Introduction to Excel
• Create tables
• Introduction to tables
• Change table format
• Sort and filter table data
• Use formulas with tables
• Suggestions for practice

January 6
Healthy Eating on a Budget
• Meal planning basics
• Make a list
• Waste less
• Eat at home, why and how
• Store-bought vs. homemade (time vs. money)
• Frugal foods
• Unit pricing
• Buying and saving in bulk
• Use boxed meals to save money and be healthy

January 7, 21
21 Workplace Readiness Skills
• Personal qualities and people skills
• Professional knowledge and skills
• Technology knowledge and skills
• Learn where you can improve your skill sets to be more successful in the future!

January 9
ROIF: Building Your Personal Brand
• What is a Personal Brand?
• Build Your Personal Style
• Guide to Professional Dress and Style
• Career Exploration: IDP

January 13
How to Keep a Clean Home
• Cleaning the kitchen
• Cleaning the bathroom
• Cleaning supplies
• House cleaning checklist
• Basic cleaning supplies
• Stain removal tips

January 14, 28
Español - January 15, 29
Retirement Planning
• Key questions about retirement
• Retirement: The new landscape
• What are S.M.A.R.T. goals
• Start early
• Time value of money
• 3 keys to retirement
• What does life cost?
• How will you get there?
• Consider all income sources

January 16
Career and Technical Education
• Career transition and advancement opportunities
• Comparable options for students of all backgrounds
• CTE Program benefits
• Economic outlook
• Workforce development
• Achieve a good standard of living with a technical career

January 23
MM2E: Building Your Professional Reputation
• What is a Personal Brand?
• Build Your Personal Style
• Guide to Professional Dress and Style
• Career Exploration: IDP

January 27
10 Steps to Buying a Home
• Reasons to buy a home
• Get educated
• How much can you afford?
• Get pre-approved
• What kind of home to buy
• Shop for a home
• Make an offer
• Get a home inspection
• Apply for a mortgage loan
• Get homeowner’s insurance
• Close on your home

January 30
Crime Prevention - Identity Theft
• What is identity theft?
• Most common identity theft complaints
• How does identity theft happen?
• How do you know if your identity has been stolen?
• Who you should notify?
• Ways to prevent identity theft

Rainbow Online Workshops: Access online or available at the Resource Center
To join the workshops by phone or online, contact your RSC for more information.
http://rainbowhousing.org/residents/online-workshops/

Workshop times are as follows: 11:30-12:30 p.m. (PST), 12:30-1:30 p.m. (MST), 1:30-2:30 p.m. (CST), 2:30-3:30 p.m. (EST)