



KING COUNTY JOB TRAINING AND EDUCATION CENTER

FREE
JOB TRAINING & EDUCATION
MADE POSSIBLE WITH YOUR GENEROSITY

700 Dearborn Place South, Seattle, WA 98144
206.329.1000 www.evergreengoodwill.org

IN-PERSON REGISTRATION:
March 2 – March 12, 2026

Scan the QR code to schedule your appointment



bit.ly/47WrRjz

CLASS SCHEDULE:
March 16 – May 7, 2026
Monday – Thursday

Computers / Digital Literacy

Microsoft Word + Google Docs	Mon, Wed.	9:30am – 11:00am	Jennifer	Lab 109
Microsoft Excel + Google Sheets	Tues, Thurs.	9:30am – 11:00am	Jennifer	Lab 109
Computer Basics	Mon, Wed.	1:00pm – 2:30pm	Leesy	Lab 108
Computer Basics	Tues, Thurs.	9:30am – 11:00am	Leesy	Lab 108

English for Speakers of Other Languages (ESOL)

ESOL Basic	Tues, Thurs.	1:00pm – 2:30pm	Stephanie	Room 126
ESOL Basic	Mon, Wed	9:30am – 11:00am	Leesy	Room 122
ESOL Level 1	Mon, Wed	1:00pm – 2:30pm	Cuong	Room 126
ESOL Level 1	Tues, Thurs.	9:30am – 11:00am	Stephanie	Room 126
ESOL Work Readiness	Tues, Thurs.	1:00pm – 2:30pm	Leesy	Room 122
ESOL Conversation Circle	Thursdays	11:30am – 12:30pm		Room 126

Work Readiness | GED & High School Completion | Prepare for College

GED/High School +	Mon, Wed	3:30pm – 5:00pm	Jennifer	Hybrid, Room 109
Work Readiness	Tues, Thurs.	1:00pm – 2:30pm	Jennifer	Room 125
Cashiering & Customer Service	Mon, Wed	9:30am – 11:00am	Cuong	Room 126

EMPLOYMENT SERVICES:

Support for both students and the public to help with your job search goals. Learn employment-related skills such as resume writing, online job search, and more. In the Basic Computer Skills lab, learn about using a mouse, typing, email, and internet search. No registration needed.

Open Computer Lab for Current Students

Job and Skills Lab	Monday - Thursday	11:00am - 3:00pm	Lab 115
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WORKSOURCE JOB LAB:

Open, walk-in lab for help with job searches, resumes, cover letters, interviews and more. No registration or appointment needed.

Job Lab Schedule

Monday - Thursday	10:00am - 12:00pm 1:00pm - 2:00pm	WorkSource Office - Lobby
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EMPLOYMENT PREPARATION WORKSHOP SCHEDULE:

In-person workshops about work-related topics. No registration needed.

In-Person Workshops

AI Essentials for Jobs	Wednesday, March 25	11:15am - 12:15pm	Lab 115
Resume Writing	Wednesday, April 1	11:15am - 12:15pm	Lab 115
Online Job Search	Wednesday, April 8	11:15am - 12:15pm	Lab 115
Interviewing	Wednesday, April 15	11:15am - 12:15pm	Lab 115
Welcome to the American Workplace	Wednesday, April 22	11:15am - 12:15pm	Lab 115
Financial Literacy	Wednesday, April 29	11:15am - 12:15pm	Lab 115
Navigating Community Resources	Wednesday, May 6	11:15am - 12:15pm	Lab 115

DIGITAL NAVIGATION

Tech issues? A Digital Navigator is here to help! A Digital Navigator can provide information on free or low-cost devices, affordable internet, and offer support with digital skills. Everyone is welcome! No registration or appointment is needed.

Digital Navigation Schedule (Open to the Public)

Wednesday, Thursday	11:00am - 2:00pm	Lab 124
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CONTACT: PLEASE CALL 206.329.1000 FOR ANY QUESTIONS ABOUT REGISTRATION