



**BAYAUD
ENTERPRISES**

Employment Matters



Batty Marroquin, Bayaud Enterprises employee and NISH-AbilityOne Award Winner.

February 2010

18th Annual Donald G. MacDonald Tribute Luncheon - May 13, 2010

Archives:
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Join us May 13, 2010 as we celebrate the 18th Annual Donald G. MacDonald Tribute Luncheon at the Seawell Ballroom in the Denver Center for the Performing Arts. This year's presenting sponsor is Thule Organization Solutions, Inc.

The luncheon honors the late Donald G. MacDonald, a longstanding patron and Bayaud Enterprises volunteer. The event is a celebration of those who have advanced our mission and

made our work possible.

This year Roxane White, Chief of Staff to Mayor Hickenlooper, and Lynda Drake, Bayaud Enterprises' Homeless Services Manager, will be our keynote speakers. Bayaud Enterprises is a part of Denver's Road Home, Mayor Hickenlooper's 10-Year Plan to End Homelessness. Lynda Drake will discuss the important role that Bayaud Enterprises plays in this plan, as well as how our day-to-day operations are

making inroads on homelessness. Roxane White will discuss how our community as a whole has come together, and the great strides that have already been made since the program's inception. Please join us as we look toward the future of Bayaud Enterprises — because we know that **Employment Matters.**

For more information about sponsorships or registration, please contact Danielle Hudson at 303-830-6885.

Bayaud awarded Capacity-Building Grant

Bayaud Enterprises is proud to announce that we recently received a capacity-building grant from Roots & Branches Foundation. Roots

& Branches Foundation is an initiative of Rose Community Foundation to engage Jewish individuals aged 25-40 in philanthropy.

Members of the group identify needs in the community, learn about grantmaking approaches and strategies, and make grants.

New General Office Skills Training Curriculum Implemented

Recognizing that most job placements today require some level of computer literacy, the General Office Skills Training (GOST) program is designed to increase and enhance office and computer skills. Students learn beginning and advanced levels of programs associated with the Microsoft Office suite. Keyboarding and typing skills are taught using the proven *Manis Beacon Teaches Typing* program.

In addition, Bayaud Enterprises provides extensive and detailed courses in the areas of Communication Skills, Customer Service, and Administrative Support.

To enhance students' learning experience, the class's curriculum was recently updated to include web-based communication, self-esteem and confidence building, Quick Books, increased group work and

communication, Internet basics, and office equipment training.

All programs are individualized and self-paced, and can be geared toward any students' needs and abilities. For information about the class and fee structure, contact Jessey Jones at 303-830-6885 x 206.