



West Valley Center
 4425 W. Olive Ave. Suite 190
 Glendale, AZ 85302
 (602) 372-4200 TTY: 7-1-1

FEBRUARY 2024

Proud partner of the ARIZONA@WORK Network

Monday	Tuesday	Wednesday	Thursday	Friday
			1 Virtual Orientation 10am Job Interview Practice 9am - 11am Resume Writing 1pm - 230pm Resume Lab 230pm - 4pm AJC & Client Portal Application Lab 430pm - 630pm	2 AJC & Client Portal Application Lab 9am - 12pm Office Skills Assessments (OPAC) & Typing Tests 1pm - 4pm
5 Virtual Orientation 9am Job Search Assistance 9am - 11am Resume Writing 1pm - 230pm Resume Lab 230pm - 4pm Orientation In Person - 530pm	6 Virtual Orientation 11am AJC & Client Portal Application Lab 9am-12pm Financial Empowerment (English) 9am - 4pm (1hr lunch) Resume Writing 5pm - 7pm	7 Virtual Orientation 3pm Basic Computer Skills (English) 2pm - 4pm Youth Assessments 9am, 2pm, or 430pm	8 Virtual Orientation 10am Job Interview Practice 9am - 11am Resume Writing 1pm - 230pm Resume Lab 230pm - 4pm AJC & Client Portal Application Lab 430pm - 630pm	9 AJC & Client Portal Application Lab 9am - 12pm Office Skills Assessments (OPAC) & Typing Tests 1pm - 4pm Intro to Entrepreneurship 2pm - 4pm
12 Virtual Orientation 9am Job Search Assistance 9am - 11am Resume Writing 1pm - 230pm Resume Lab 230pm - 4pm Orientation In Person - 530pm	13 Virtual Orientation 11am AJC & Client Portal Application Lab 9am-12pm Resume Writing 5pm - 7pm	14 Virtual Orientation 3pm Basic Computer Skills (Spanish) 10am - 12pm Youth Assessments 9am, 2pm, or 430pm	15 Virtual Orientation 10am Job Interview Practice 9am - 11am AJC & Client Portal Application Lab 430pm - 630pm	16 AJC & Client Portal Application Lab 9am - 12pm Office Skills Assessments (OPAC) & Typing Tests 1pm - 4pm
19 Center Closed Holiday	20 Virtual Orientation 11am AJC & Client Portal Application Lab 9am-12pm Financial Empowerment 9am - 4pm (1hr lunch) (Spanish) Resume Writing 5pm - 7pm	21 Virtual Orientation 3pm Basic Computer Skills (English) 2pm - 4pm Youth Assessments 9am, 2pm, or 430pm	22 Virtual Orientation 10am Job Interview Practice 9am - 11am Resume Writing 1pm - 230pm Resume Lab 230pm - 4pm AJC & Client Portal Application Lab 430pm - 630pm	23 AJC & Client Portal Application Lab 9am-12pm Office Skills Assessments (OPAC) & Typing Tests 1pm - 4pm Intro to Entrepreneurship 2pm - 4pm
26 Virtual Orientation 9am Job Search Assistance 9am - 11am Resume Writing 1pm - 230pm Resume Lab 230pm - 4pm Orientation In Person - 530pm	27 Virtual Orientation 11am AJC & Client Portal Application Lab 9am-12pm Financial Empowerment 9am - 4pm (1hr lunch) (English) Resume Writing 5pm - 7pm	28 Virtual Orientation 3pm Basic Computer Skills (English) 2pm - 4pm Youth Assessments 9am, 2pm, or 430pm	29 Virtual Orientation 10am Job Interview Practice 9am - 11am Resume Writing 1pm - 230pm Resume Lab 230pm - 4pm AJC & Client Portal Application Lab 430pm - 630pm	For more information please call , stop in, or visit site hsdclientportal.maricopa.gov

Available Workshops and Assessments

For questions about the workshops or assessments below, please call or stop in for more information.

AJC & Client Portal Application Lab

Are you in need of assistance with creating your azjobconnection.gov account or completing your client portal application? If yes, please call us to register, so that a trainer can guide you in our computer lab with completing the process.

Basic Computer Skills

Would you like to increase your ability to perform basic tasks on a computer? In this hands-on workshop, you will learn how to search the internet, write, and save a Word document. Create an email account, send an email, plus learn how to attach a Word document to your email.

This is an interactive workshop where you will learn, apply, and practice these basic computer skills.

Financial Empowerment

This workshop is for those looking for tips and resources on how to manage their money. It covers topics such as planning your finances, budgeting, saving, credit, and debt. Attend this workshop if you would like resources to be more financially empowered.

Job Search Assistance

Attend this interactive workshop to gain confidence and guidance for a successful job search. You will learn what to prepare when submitting a job application and will leave with resources and your job leads.

Job Interview Practice

If you would like to learn how to improve your interview skills and practice for a job interview, our staff can assist you with a one-on-one mock interview to prepare you for an upcoming in-person or virtual job interview. We are happy to help!

Attend this workshop to increase your success in the interview process!

Introduction to Entrepreneurship

Have you thought about starting your own business but not sure where to start? This workshop will give you an overview of entrepreneurship.

Topics include determining if owning your own business is a good fit for you, planning for a healthy business, the importance of time management, record keeping, and risk management.

Office Skills Assessments (OPAC) & Typing Tests

If you need to take a typing test, or another office skills assessment, either to use in your resume or provide to an employer, come to one of our Office Proficiency Assessment and Certification (OPAC) sessions.

- Typing Test (speed and accuracy), 10-key and Data Entry
 - Microsoft Office Applications including Windows 10, Word, Excel, PowerPoint, Outlook
 - Customer Service, Clerical, Financial, and Professional Assessments are also offered
- Call ahead (use the number at the top of the calendar) is preferred, but not required. Walk-ins welcome.

Resume Writing

Do you need help writing your resume? Come to this class to learn how to format and write a basic resume or cover letter. Get your resume accepted by computer tracking systems and land yourself an interview! Stay after this workshop for our Resume Lab to write and walk away with a resume.

Resume Lab

Come to this hands-on lab with your work history. You'll sit at a computer and write your resume with the assistance of a workforce staff person.

*You must attend Introduction to Resume Writing prior to attending this lab. You may attend the lab, week after week, as many times as you like.

Virtual or In Person Orientation

This orientation is an introduction to services provided by ARIZONA@WORK Maricopa County.

Youth Assessments

Eligible Youth participants complete assessments that measure their math and reading levels. They also complete an Interest Profiler that helps them to identify potential career paths.

Ofertas de Talleres en Espanol (Spanish Workshop Offerings)

Consulte las fechas y horarios del calendario frontal para la Empoderamiento Financiero y Habilidades Básicas de Computación ofrecidas en Español (Please see front calendar dates and times for Financial Empowerment and Basic Computer Skills offered in Spanish)

Empoderamiento Financiero en Español

Este taller es para aquellos que buscan consejos y recursos sobre cómo administrar su dinero. Cubre temas como la planificación de sus finanzas, elaboración de presupuestos, ahorro, crédito y deudas. Asista a este taller si desea que los recursos estén más empoderados financieramente.

Habilidades Informáticas Básicas en Español

¿Le gustaría aumentar su capacidad para realizar tareas básicas en una computadora? En este taller práctico, aprenderá a buscar en Internet, escribir y guardar un documento de Word. Cree una cuenta de correo electrónico, envíe un correo electrónico y aprenda cómo adjuntar un documento de Word a su correo electrónico.

Este es un taller interactivo donde aprenderá, aplicará y practicará estas habilidades informáticas básicas.

**Para los talleres o laboratorios mencionados anteriormente, reserve su lugar llamándonos, visitándonos o enviándonos un correo electrónico a HSDTrainingteam@maricopa.gov*

Fecha/hora sujeta a cambios

****For workshops or labs above, reserve your spot by calling us, stopping in, or emailing us at HSDTrainingteam@maricopa.gov***