



**West Valley Career Center**  
 1840 N 95th Ave Suite 160  
 Phoenix, AZ 85037  
 (602) 372-4200

A proud partner of the **AmericanJobCenter** network

MARICOPA COUNTY

Monday	Tuesday	Wednesday	Thursday	Friday
<i>Please arrive 15 minutes early. Late Arrivals must <u>re-schedule</u></i>	<i>Children are <b>NOT</b> allowed in workshops</i>	1 9am Resumes and More 1:30pm Resume/LinkedIn Lab	2 10am Adult Orientation 2pm Youth Orientation	3 <i>Advance sign up for orientations /academy is required. Please call or visit our front desk</i>
6 <b>Assessment Café</b> 9am-12pm <b>Employment Academy</b> <b>Monday-Friday</b> 9am-12pm 1pm-4pm Lunch 1 hour-on your own	7 9am TABE 10am Youth Orientation 1pm Youth OPAC 2pm Adult Orientation <b>Employment Academy</b>	8  <b>Employment Academy</b>	9 10am Adult Orientation 2pm Youth Orientation <b>Employment Academy</b>	10  <b>Employment Academy</b>
13 <b>Assessment Café</b> 9am-12pm	14 9am TABE 10am Youth Orientation 1pm Youth OPAC 2pm Adult Orientation	15 9am Igniting Your Interview 1:30pm LinkedIn Basics	16 10am Adult Orientation 2pm Youth Orientation	17
20 <b>Assessment Café</b> 9am-12pm <b>Employment Academy</b> <b>Monday-Friday</b> 9am-12pm 1pm-4pm Lunch 1 hour-on your own	21 9am TABE 10am Youth Orientation 1pm Youth OPAC 2pm Adult Orientation <b>Employment Academy</b>	22  <b>Employment Academy</b>	23 10am Adult Orientation 2pm Youth Orientation <b>Employment Academy</b>	24  <b>Employment Academy</b>
27  <b>Center Closed Memorial Day</b>	28 9am TABE 10am Youth Orientation 1pm Youth OPAC 2pm Adult Orientation	29 9am Resumes and More 1:30pm Resume/LinkedIn Lab	30 10am Adult Orientation 2pm Youth Orientation	31

**Due to changes in federal regulations, this calendar may be adjusted at any time.**

# Available Workshops and Assessments

**See Center calendar for workshop and assessments schedule**



## Employment Academy

The Employment Academy is a 5-day workshop that will sharpen your employability skills and prepare you for an effective job search. This comprehensive workshop will also prepare you to attain the Arizona Career Readiness Credential (see below for ACRC description). You will learn the essential elements needed to gain meaningful employment, including evaluating your interests/skills, assessing your work style, locating labor market information, preparing a targeted resume, improving your interview techniques, and much more.

## Adult Orientation

The Adult Orientation orients job seekers to the services provided by the ARIZONA@WORK Maricopa County Adult program. Job seekers are offered information and resources that will enable them to take advantage of job search and career planning services. In addition, they will understand their next steps in their path to employment.

## Resumes and More

This course will enable participants to create/improve their resume to meet the needs of hiring companies. **Resume/LinkedIn Lab:** following the workshop, a designated computer lab is staffed with a trainer to help you in creating a great resume or improving your LinkedIn profile. **For resume lab assistance, attend the resume workshop first. Bring a flash drive to save your work. For LinkedIn assistance, workshop attendance is not required.**

## Igniting Your Interview

Topics include: the framework of an interview, proper attire, how to answer the most common questions, and post-interview strategies. To practice for your next interview, a **mock interview** may be scheduled. Talk to one of our trainers for more details.

## LinkedIn Basics

In this presentation, participants will learn the basics of setting up a LinkedIn profile. The **Resume/LinkedIn Lab** is available for those who desire help with improving or creating a LinkedIn profile. **For LinkedIn assistance, attending this LinkedIn presentation is not required.**

## Arizona Career Readiness Credential (ACRC)

Demonstrate to employers that you have mastered the skills that are most important to success! The credential process involves an initial skills assessment, instructional courseware, and successful completion of a battery of assessments in critical skill areas. Stand out from the crowd and get a great addition to your resume by attaining the ACRC. If interested, contact Minerva Zepeda at 602-372-9741.

## Assessment Café

The Assessment Café offers a variety of testing options in such areas as typing, 10-key, data entry, Windows, Microsoft Word/Excel, medical terminology, and much more. We also offer an assessment of interests and skills (AZCIS), which can help undecided job seekers, find a career path.