

MARCH 2019



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

MARICOPA COUNTY

Monday		Tuesday		Wednesday		Thursday		Friday	
Please arrive 15 minutes early. Late Arrivals must <u>re-schedule</u>		Children are NOT allowed in workshops						1	
4	Assessment Café 9am-12pm	5	9am TABE 10am Youth Orientation 1pm Youth OPAC 2pm Adult Orientation	6	9am Resumes and More 1:30pm Resume/LinkedIn Lab 2pm Adult Orientation	7	10am Adult Orientation 2pm Youth Orientation	8	Advance sign up for orientations /academy is required. Please call or visit our front desk
11	Assessment Café 9am-12pm Employment Academy Monday-Friday 9am-12pm 1pm-4pm Lunch 1 hour-on your own	12	9am TABE 10am Youth Orientation 1pm Youth OPAC 2pm Adult Orientation Employment Academy	13	2pm Adult Orientation Employment Academy	14	10am Adult Orientation 2pm Youth Orientation Employment Academy	15	Employment Academy
18	Assessment Café 9am-12pm	19	9am TABE 10am Youth Orientation 1pm Youth OPAC 2pm Adult Orientation	20	9am Igniting Your Interview 1:30pm LinkedIn Basics 2pm Adult Orientation	21	9am Resumes and More 10am Adult Orientation 2pm Youth Orientation	22	
25	Assessment Café 9am-12pm Employment Academy Monday-Friday 9am-12pm 1pm-4pm Lunch 1 hour-on your own	26	9am TABE 10am Youth Orientation 1pm Youth OPAC 2pm Adult Orientation Employment Academy	27	2pm Adult Orientation Employment Academy	28	10am Adult Orientation 2pm Youth Orientation Employment Academy	29	Employment Academy

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

Equal Opportunity Employer / Program Auxiliary aids and services are available upon request to individuals with disabilities. ARIZONA@WORK Maricopa County products and services are made available through federal funding provided by the Workforce Innovation and Opportunity Act (WIOA) serving employers by aiding job seekers, adults, dislocated workers and youth.

A proud partner of the American Job Center network

More info at- Arizonaatwork.com/maricopa

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 Cafe 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.