

# Workforce Training Services



# **Training Services Include:**

- Job Search Assistance
- Job Interview Practice
- Resume Writing
- Basic Computer Skills
- · Financial Empowerment
- Office Skills Assessments

### **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.

## **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.

### **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!

#### **East Valley Career Center**

1001 W. Southern Ave., Suite 101 Mesa, AZ 85210 602-372-9700 • TTY/TDD: 7-1-1

#### **West Valley Career Center**

4425 W. Olive Ave., Suite 190 Glendale, AZ 85302 602-372-4200 • TTY/TDD: 7-1-1

Call, stop into either one of our career centers, or email HSDTrainingTeam@maricopa.gov to register for any of these nocost training workshops.



# **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.

### Office Skills Assessments

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

These tests are available by appointment only. Please call or stop in to learn more and register.



#### **Training Opportunities**

Visit Maricopa.gov/Training to view the monthly calendars for current training opportunities.



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. WIOA establishes a priority requirement for the use of funds for Adult Employment and Training Activities. Priority is given to veterans, public assistance recipients (TANF, SNAP, SSI), low-income individuals, or individuals who are basic skills deficient. This program is fully funded by federal WIOA funds, from our current award of \$14,815,479.00.