JUNE 2024

Workshops & Labs open to ages 14 and up

MARICOPA COUNTY
HUMAN SERVICES

Proud partner of the ARIZONA@WORK Network

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

Monday	Tuesday	Wednesday	Thursday	Friday
3 Virtual Orientation 9am Job Search Assistance 10am - 12pm Resume Writing 1pm - 230pm Resume Lab 230pm - 4pm Orientation In Person 530pm Virtual Orientation 530pm	**4** Virtual Orientation 11am Job Interview Practice 9am - 12pm Workplace Readiness 1pm-3pm AJC & Client Portal Application Lab 1pm - 4pm Resume Writing 5pm - 7pm	**5** Virtual Orientation 3pm Financial Empowerment 9am - 4pm (1hr lunch) (English) AJC & Client Portal Application Lab 1pm - 4pm Youth Assessments 9am, 2pm, or 430pm	**6** Virtual Orientation 10am Youth Leadership Development 10am - 12pm Resume Writing (Spanish) 10am - 12pm Intro to Entrepreneurship 1pm - 3pm AJC & Client Portal Application Lab 430pm - 630pm	**7** Basic Computer Skills (English) 10am - 12pm Office Skills Assessments (OPAC) & Typing Tests 1pm - 4pm
10 Virtual Orientation 9am Job Search Assistance 10am - 12pm Resume Writing 1pm - 230pm Resume Lab 230pm - 4pm Basic Computer Skills (Spanish) 10am - 12pm Orientation In Person 530pm Virtual Orientation 530pm	**11** Virtual Orientation 11am Job Interview Practice 9am - 12pm Financial Empowerment (Spanish) 9am - 4pm Workplace Readiness 1pm-3pm AJC & Client Portal Application Lab 1pm - 4pm Resume Writing 5pm - 7pm	**12** Virtual Orientation 3pm Financial Empowerment 9am - 4pm (1hr lunch) (English) Youth Assessments 9am, 2pm, or 430pm	**13** Virtual Orientation 10am Youth Leadership Development 10am - 12pm Intro to Entrepreneurship 1pm - 3pm AJC & Client Portal Application Lab 430pm - 630pm	**14** Orientation In Person 9-10 AJC & Client Portal Application Lab 1030am - 1230pm
17 Virtual Orientation 9am Job Search Assistance 10am - 12pm Resume Writing 1pm - 230pm Resume Lab 230pm - 4pm Orientation In Person 530pm Virtual Orientation 530pm	**18** Virtual Orientation 11am Job Interview Practice 9am - 12pm Workplace Readiness 1pm-3pm AJC & Client Portal Application Lab 1pm - 4pm Resume Writing 5pm - 7pm	**19** Virtual Orientation 3pm Financial Empowerment 9am - 4pm (1hr lunch) (English) CPR Training 9am-12pm Youth Assessments 9am, 2pm, or 430pm	**20** Virtual Orientation 10am Youth Leadership Development 10am - 12pm Intro to Entrepreneurship 1pm - 3pm AJC & Client Portal Application Lab 430pm - 630pm	**21** Basic Computer Skills (English) 10am - 12pm Office Skills Assessments (OPAC) & Typing Tests 1pm - 4pm
24 Virtual Orientation 9am Job Search Assistance 10am - 12pm Resume Writing 1pm - 230pm Resume Lab 230pm - 4pm Orientation In Person 530pm Virtual Orientation 530pm	**25** Virtual Orientation 11am Job Interview Practice 9am - 12pm Workplace Readiness 1pm-3pm AJC & Client Portal Application Lab 1pm - 4pm Resume Writing 5pm - 7pm	**26** Virtual Orientation 3pm Financial Empowerment 9am - 4pm (1hr lunch) (English) Youth Assessments 9am, 2pm, or 430pm	**27** Virtual Orientation 10am Youth Leadership Development 10am - 12pm Intro to Entrepreneurship 1pm - 3pm AJC & Client Portal Application Lab 430pm - 630pm	**28** Orientation In Person 9-10 AJC & Client Portal Application Lab 1030am - 1230pm
For more information please call , stop in, or visit site **hsdclientportal.maricopa.gov**	For more information please call , stop in, or visit site **hsdclientportal.maricopa.gov**	For more information please call , stop in, or visit site **hsdclientportal.maricopa.gov**	For more information please call , stop in, or visit site **hsdclientportal.maricopa.gov**	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.

CPR/AED & FIRST AID Certification

This class offers training in CPR/AED (infant/ child/ adult) and First Aid. Our blended learning approach combines self-paced review of training materials provided to you upon registration to prepare for a written test. Followed by an in-person class session where you'll practice and perform hands-on CPR skills.
To ensure readiness, registration is required at least one week prior to the class. This allows time for you to review the training materials that you will receive upon registration for the class. During the scheduled in-person session, you will first take a written test based on the learning materials you received prior, followed by a review of the test. The second part of class will focus on a skills practice and then a performance evaluation of your skills.

- Upon successful completion of the written test and skills performance evaluation, you will receive your certification card that same day!
- Note: this is not a BLS (Basic Life Support) certification course. Please call us or e-mail HSDTrainingTeam@maricopa.gov to get registered.

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 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.

Workplace Readiness

Learn the importance of developing an understanding of professional communication, teamwork, time management, and soft skills within the workforce.

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.

Youth Leadership Development

Youth interested in learning behaviors and actions to impact a team in the role of a leader should register for this workshop. Be introduced to the Leadership Development Model covering topics of Self Determination, Responsibility, Positive Social Behavior, and Employability.

Ofertas de Talleres en Espanol (Spanish Workshop Offerings)

Consulte las fechas y horarios del calendario frontal para el Empoderamiento Financiero, Habilidades Informáticas Básicas y Redacción de Currículums vitae que se ofrecen en español (Financial Empowerment, Basic Computer Skills, and Resume Writing offered in Spanish)

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
**Date/Time Subject to Change*