



Workforce Development Division Training Calendar: December 2024

East Valley Center (EVC) • 1001 W. Southern Ave., Suite 101, Mesa, AZ 85210 • 602-372-9700 • TTY: 7-1-1
 West Valley Center (WVC) • 4425 W. Olive Ave., Suite 190, Glendale, AZ 85302 • 602-372-4200 • TTY: 7-1-1

Monday	Tuesday	Wednesday	Thursday	Friday
2 Virtual Orientation 9a-10a Youth Leadership Development 10a-12p Resume Writing 1p-3p Resume Lab 3p-430p AJC & Client Portal Application Lab 5p-630p	3 Virtual Orientation 11a-12p Financial Empowerment Part 1 9a-1130a (English) Virtual Job Interview Practice 1p-4p Workplace Readiness 2p-4p Basic Computer Skills 430p-630p	4 Virtual Orientation 3p-4p Virtual Youth Leadership Development 10a-12a Job Interview Practice 1p-4p Youth Assessments 9a, 2p, or 430p	5 Virtual Orientation 10a-11a AJC & Client Portal Application Lab 9a-12p (EVC) Spanish Financial Empowerment 9a-4p Virtual Resume Writing 2p-4p Virtual Orientation 530p-630p	6 Job Search Assistance 9a-11a OPAC & Typing Tests 1p-4p
9 Virtual Orientation 9a-10a Youth Leadership Development 10a-12p Resume Writing 1p-3p Resume Lab 3p-430p AJC & Client Portal Application Lab 5p-630p	10 Virtual Orientation 11a-12p Financial Empowerment Part 2 9a-1130a (English) Virtual Job Interview Practice 1p-4p Intro to Entrepreneurship 1p-3p Basic Computer Skills 430p-630p	11 Virtual Youth Leadership Development 10a-12a (EVC) CPR/AED & FIRST AID 9a-12p (EVC) Spanish Resume Writing 10a-12p Youth Assessments 9a, 2p, or 430p	12 AJC & Client Portal Application Lab 9a-12p (EVC) Spanish Basic Computer Skills 10a-12p Job Interview Practice 1p-4p Virtual Resume Writing 2p-4p Virtual Orientation 530p-630p	13 Job Search Assistance 9a-11a OPAC & Typing Tests 1p-4p
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23 Virtual Orientation 9a-10a Youth Leadership Development 10a-12p Resume Writing 1p-3p Resume Lab 3p-430p	24 Virtual Orientation 11a-12p Financial Empowerment Part 1 9a-1130a (English) Virtual Job Interview Practice 1p-4p Workplace Readiness 2p-4p	25 HOLIDAY Center Closed	26 (WVC) Spanish Financial Empowerment 9a-4p Job Interview Practice 1p-4p Virtual Resume Writing 2p-4p	27 Job Search Assistance 9a-11a OPAC & Typing Tests 1p-4p
30 Youth Leadership Development 10a-12p Resume Writing 1p-3p Resume Lab 3p-430p	31 Financial Empowerment Part 2 9a-1130a (English) Virtual Job Interview Practice 1p-4p Intro to Entrepreneurship 1p-3p			

Available Workshops and Assessments

AJC and 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 Workshop (English or Spanish)

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, create, compose and save a Word document, create an email account, and how to open, compose and send an email. Also learn to attach a Word document to email. This is an interactive workshop where you will learn, apply, and practice these basic tasks.

CPR/AED and 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. During the scheduled in-person session, you will take a written test and have an opportunity to review and ask questions about the learning materials you received at registration. There will be skills practice followed by a performance evaluation of your skills. Upon successful completion of the written test and skills performance evaluations, you will receive your certification card the same day! Note: this is not a Basic Life Support (BLS) certification class.

Financial Empowerment Workshop (English or Spanish)

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 Workshop

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 Workshop (In Person or Virtual)

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

Introduction to Entrepreneurship Workshop

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) and 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 (OPAC) sessions including: typing tests (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.

Resume Writing Workshop (English or Spanish) (In Person or Virtual)

Do you need help writing your resume? Come to this class and learn how to format and write a basic resume. Get your resume accepted by computer tracking systems and land yourself an interview! Stay after this

class 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 Workshop

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

Orientation (Virtual)

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 Workshop (In Person or Virtual)

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 Español

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.

Reserve your spot for the above workshops and labs by calling us, stopping in, or emailing HSDTrainingTeam@maricopa.gov. Dates and times are subject to change.