



Workforce Development Division Training Calendar: November

Workforce Partnership Site Locations • East Valley • Mesa, Queen Creek, Scottsdale, Tempe

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---|-----------|----------|--------|
| | | | | 1 |
| 4 | 5 Resume Writing Workshop 10am-12pm Mesa / Queen Creek / Scottsdale / Tempe Resume Writing Lab 12pm-1pm | 6 | 7 | 8 |
| 11 | 12 Job Search Workshop 10am-12pm Mesa/Queen Creek / Scottsdale / Tempe Job Search Lab 12pm-1pm Mesa/Queen Creek / Scottsdale / Tempe | 13 | 14 | 15 |
| 18 | 19 Interview Workshop 10am-12pm Mesa / Queen Creek / Scottsdale 11am-1pm Tempe | 20 | 21 | 22 |
| 25 | 26 Financial Empowerment 9am-4pm (1hr lunch) Mesa / Queen Creek / Tempe | 27 | 28 | 29 |



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Available Workshops and Assessments

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.

Interview Workshop*

Would you like to have more confidence in your next interview? This workshop will help you prepare for one. Topics include re-searching the company you are interviewing with, dressing for the interview, and how to introduce yourself. We'll practice how to answer common interview questions. Attend this workshop to increase your success in the interview process!

Job Search Workshop Lab*

Need assistance looking for jobs? If yes, attend this interactive workshop to gain confidence and guidance for a successful job search. Based off your interests, you will identify job titles and keywords to use for job searching. You will learn what to prepare when submitting a job application and will leave with tangible resources such as job leads and a tracking tool.

Resume Writing Intro/Advanced Workshop Lab*

Intro: 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.

Advanced: Go beyond resume basics and learn how to identify and market your skills. Learn several different resume formats and how to write a cover letter. We recommend first attending Intro to Resume 101. Attend a hands-on 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 work-force staff person. *You must attend either the Employment Academy or Intro to Resume 101 prior to attending lab. You may attend the lab, week after week, as many times as you like.

East Valley Partnership Site Locations

Mesa Workforce Center

635E. Broadway Rd.
Mesa, AZ 85204
Contact: LaTonya Eaton
602-391-0142

LaTonya.Eaton@maricopa.gov

Queen Creek Library

21802S. Ellsworth Rd.
Queen Creek, AZ 85142
Contact: Amy Altschul
602-697-8521

Amy.Altschul@maricopa.gov

Scottsdale Vista Del Camino

7700E. Roosevelt St.
Scottsdale, AZ 85257
Contact: Jessica Diaz
480-312-0062

Jessica.Diaz@maricopa.gov

Tempe Library

3500S. Rural Rd.
Tempe, AZ 85282
Contact: Erika Read
602-497-5974

Erika.Read@maricopa.gov

Reserve your spot for the above workshops and labs by contacting your nearest location. Dates and times are subject to change. Please call to confirm prior to arriving.