



Workforce Development Division Training Calendar: November 2024

Workforce Partnership Site Locations • West Valley • Avondale, Buckeye, Gila Bend, Goodyear, Surprise, Wickenburg

Monday	Tuesday	Wednesday	Thursday	Friday
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4 Avondale Resume Writing Workshop: 10a-11a Avondale Resume Writing Lab: 12p-1p Gila Bend Resume Writing Workshop: Available on a walk-in basis.	5 Surprise Resume Writing Workshop: 8a-10a Surprise Resume Writing Lab: 10a-11a	6 Goodyear Resume Writing Workshop: 2p-3p Goodyear Resume Writing Lab: 3p-4p	7 Wickenburg Resume Writing Workshop: 1p-3p Wickenburg Resume Writing Lab: 3p - 4p Buckeye Downtown Resume Writing Workshop: 10a-12p Buckeye Downtown Resume Lab 12p-1p	8 Buckeye Coyote Resume Writing Workshop: 10a-12p Buckeye Coyote Writing Lab: 12p-1p
11 Holiday	12 Surprise Job Search Workshop: 8a-10a Surprise Job Search Lab: 10a-11a Wickenburg Job Search/ Basic Computer Skills: 10a-11a Wickenburg Job Search Lab: 11a-12p	13 Goodyear Job Search Workshop: 10a-11a Goodyear Job Search Lab: 11a-12p	14	15 Buckeye Coyote Job Search/ Computer Basics Workshop: 10a-11a Buckeye Coyote Job Search Lab: 11a-12p
18 Avondale Basic Computer Skills/ Job Search Workshop: 10a-11a Avondale Basic Computer Skills/ Job Search Lab: 12p-1p Gila Bend Basic Computer/ Job Search Workshop/ Lab: Available on a walk-in basis.	19 Surprise Interview Workshop: 8a-11a	20 Goodyear Interview Workshop: 10a-12p	21 Wickenburg Interview Workshop: 1p-4p Buckeye Downtown Interview Workshop: 10a-12p	22 Buckeye Coyote Interview Workshop: 10a-12p
25 Avondale Interview Workshop: 10a-12p Gila Bend Interview Workshop: Available on a walk-in basis.	26 Surprise Financial Empowerment Workshop: 9a-4p (1 hour lunch) Wickenburg Financial Empowerment Workshop: 9a-4p (1 hour lunch)	27 Goodyear Financial Empowerment Workshop: 9a-4p (1 hour lunch)	28 Holiday	29 Holiday



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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-researching 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.

West Valley Partnership Site Locations

Avondale Research Center

995 E. Riley Dr., Avondale, AZ 85323
Contact: Valerie Rojas
602-505-4511 • Valerie.Rojas@maricopa.gov

Buckeye Public Library

Coyote Branch: 21699 W. Yuma Rd. 116, Buckeye, AZ 85326
Downtown Branch: 310 N. 6th St., Buckeye, AZ 85326
Contact: Juanaysa Ortiz
602-526-1020 • Juanaysa.Ortiz@maricopa.gov

Gila Bend Library

777 N. Logan Ave., Gila Bend, AZ 85337
Contact: Juanaysa Ortiz
602-526-1020 • Juanaysa.Ortiz@maricopa.gov

Goodyear Head Start

14140 W. McDowell Rd., Goodyear, AZ 85395
Contact: Julie Torres
602-526-1020 • Julie.Torres@maricopa.gov

Surprise Center

12425 W. Bell Rd., Building A, Surprise, AZ 85378
Contact: Melinda Greenhouse
602-214-4587 • Melinda.Greenhouse@maricopa.gov

Wickenburg Public Library

164 E. Apache St., Wickenburg, AZ 85390
Contact: Donna Bunch
602-733-2220 • Donna.Bunch@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.