



# Workforce Development Division Training Calendar: January 2025

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

Monday	Tuesday	Wednesday	Thursday	Friday
		1  HOLIDAY CENTER CLOSED	2	3
6	7 Resume Writing Workshop 9am-11am—Mesa 10am-12pm—Queen Creek / Tempe Resume Writing Lab 11am-12pm—Mesa 12pm-1pm—Queen Creek / Tempe	8	9	10
13	14 Job Search Workshop 9am-11am—Mesa 10am-12pm—Queen Creek / Tempe Job Search Lab 11am-12pm—Mesa 12pm-1pm—Queen Creek / Tempe	15	16	17
20  HOLIDAY CENTER CLOSED	21 Interview Workshop 9am-11am—Mesa 10am-12pm—Queen Creek 11am-1pm—Tempe	22	23	24
27	28	29	30	31

## 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. Call for more information to schedule.

### 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

635 E. Broadway Rd.  
Mesa, AZ 85204  
Contact: LaTonya Eaton  
602-391-0142  
[LaTonya.Eaton@maricopa.gov](mailto:LaTonya.Eaton@maricopa.gov)

### Queen Creek Library

21802 S. Ellsworth Rd.  
Queen Creek, AZ 85142  
Contact: Amy Altschul  
602-697-8521  
[Amy.Altschul@maricopa.gov](mailto:Amy.Altschul@maricopa.gov)

### Tempe Library

3500 S. Rural Rd.  
Tempe, AZ 85282  
Contact: Carter Ellis  
602-497-5974  
[Erika.Reed@maricopa.gov](mailto:Erika.Reed@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.