


# Workforce Development Division Training Calendar: JULY 2026

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
<p>Reserve your spot for the workshops and labs by calling us, stopping in, or emailing <a href="mailto:HSDTrainingTeam@maricopa.gov">HSDTrainingTeam@maricopa.gov</a>.</p> <p><i>Dates and times are subject to change</i></p>	<p>Scan here for more details</p> 	<p><b>1</b> (WVC) CPR/AED &amp; FIRST AID 9a-12p Resume Writing 9a-11a &amp; Resume Lab 11a-1230p Youth Lab 3p-6p</p>	<p><b>2</b> Virtual Intro Entrepreneurship 9a-11a Virtual Resume Writing 2p-4p</p>	<p><b>3</b></p> <p style="text-align: center;"><b>HOLIDAY</b> Center Closed</p>
<p><b>6</b> Transportation &amp; Logistics Module 9a-12p Job Search Assistance 9a-11a Resume Writing 1p-3p &amp; Resume Lab 3p-430p Financial Empowerment 2p-4p Virtual Orientation 530p-630p</p>	<p><b>7</b> Job Interview Practice 1p-4p Virtual Job Interview Practice 2p-5p Virtual Orientation 530p-630p</p>	<p><b>8</b> Job Search Assistance 2p-4p Virtual Youth Leadership 230p-430p Youth WEX Pre-requisite 3p-630p</p>	<p><b>9</b> Resume Writing 9a-11a &amp; Resume Lab 11a-1230p Virtual Workplace Readiness 9a-11a Virtual Resume Writing 2p-4p Youth Passport to Employment #1 4p-630p</p>	<p><b>10</b> In Person Orientation 9a-10a Virtual Job Interview Practice 9a-12p AJC &amp; Client Portal Application Lab 1030a-12p OPAC &amp; Typing Tests 130p-330p Cyber Safety &amp; Computer Basics 2-4p</p>
<p><b>13</b> Construction, Manufacturing, &amp; Semiconductor Module 9a-12p Job Search Assistance 9a-11a Resume Writing 1p-3p &amp; Lab 3p-430p Cyber Safety &amp; Computer Basics 2-4p (WVC) Cyber Safety &amp; Computer Basics 2p-4p (Spanish class) Virtual Orientation 530p-630p</p>	<p><b>14</b> Youth Lab 9a-12p Virtual Workplace Readiness 1230p-230p Job Interview Practice 1p-4p Virtual Orientation 530p-630p</p>	<p><b>15</b> (EVC) CPR/AED &amp; FIRST AID 9a-12p Virtual Job Interview Practice 9a-12p Virtual Youth Leadership 230p-430p Youth Lab 3p-6p</p>	<p><b>16</b> Resume Writing 9a-11a &amp; Resume Lab 11a-1230p Virtual Intro Entrepreneurship 9a-11a Job Search Assistance 9a-11a Virtual Resume Writing 2p-4p Youth Passport to Employment #2 4p-630p</p>	<p><b>17</b> Job Search Assistance 9a-11a Artificial Intelligence (AI) Overview 2p-4p</p>
<p><b>20</b> Healthcare &amp; Social Assistance Module 9a-12p Job Search Assistance 9a-11a Resume Writing 1p-3p &amp; Lab 3p-430p (WVC) Spanish Resume Writing &amp; Lab 230p-430p Virtual Orientation 530p-630p</p>	<p><b>21</b> Youth Lab 9a-12p Job Interview Practice 1p-4p Financial Empowerment 2p-4p Virtual Workplace Readiness 2p-4p Virtual Orientation 530p-630p</p>	<p><b>22</b> Resume Writing 9a-11a &amp; Resume Lab 11a-1230p (EVC) Cyber Safety &amp; Computer Basics 9a-11a (Spanish class) Artificial Intelligence (AI) Overview 2p-4p Youth WEX Pre-requisite 3p-630p</p>	<p><b>23</b> Cyber Safety &amp; Computer Basics 9-11a Virtual Intro Entrepreneurship 9a-11a (EVC) Spanish Resume Writing Lab 9a-11a Job Search Assistance 2p-4p Virtual Resume Writing 2p-4p Youth Passport to Employment #3 4p-630p</p>	<p><b>24</b> In Person Orientation 9a-10a AJC &amp; Client Portal Application Lab 1030a-12p Virtual Job Interview Practice 130p-430p OPAC &amp; Typing Tests 130p-330p</p>
<p><b>27</b> Emerging Technologies, Finance &amp; Insurance Module 9a-12p Job Search Assistance 9a-11a Resume Writing 1p-3p &amp; Lab 3p-430p (WVC) Spanish Financial Empowerment 230p-430p Virtual Orientation 530p-630p</p>	<p><b>28</b> Youth Lab 9a-12p (EVC) Spanish Financial Empowerment 9a-11a Job Interview Practice 1p-4p Virtual Youth Leadership 2p-4p Virtual Orientation 530p-630p</p>	<p><b>29</b> Resume Writing 9a-11a &amp; Resume Lab 11a-1230p Virtual Workplace Readiness 2p-4p Youth Lab 3p-6p</p>	<p><b>30</b> Cyber Safety &amp; Computer Basics 9-11a Artificial Intelligence (AI) 2p-4p Virtual Resume Writing 2p-4p</p>	<p><b>31</b> Virtual Job Interview Practice 9a-12p OPAC &amp; Typing Tests 130p-330p</p>

# Available Workshops and Assessments

Click on the desired link below to register for an OST Module.

**If dates are greyed out, the class is full. Please continue to check links for openings due to cancellations.**

**[Transportation & Logistics Module – East Valley](#) or [Transportation & Logistics Module – West Valley](#)**

**[Construction, Manufacturing, & Semiconductor Module – East Valley](#) or [Construction, Manufacturing, & Semiconductor Module – West Valley](#)**

**[Healthcare & Social Assistance Module – East Valley](#) or [Healthcare & Social Assistance Module – West Valley](#)**

**[Emerging Technologies, Finance & Insurance Module – East Valley](#) or [Emerging Technologies, Finance & Insurance Module – West Valley](#)**

**The calendar for August 2026 modules will be available starting July 20, 2026 at 8:00 AM.**

## Occupational Skills Training (OST) Modules

Mandatory for all adult participants age 25+ seeking Occupational Skills Training (OST).

This three-hour training module is for clients interested in the WIOA Grant for OST. This module will provide an overview of Maricopa County in demand industries & occupations, salary expectations, & responsibilities, market trends, along with WIOA eligibility criteria, and next steps. Time will be provided to complete required azjobconnection.gov account and client portal application. Seats limited to first come first serve basis.

## 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.

## Artificial Intelligence (AI) Overview

Attend this hand on workshop to get an overview and practice with Artificial Intelligence (AI). Learn how it can help you at work and with job seeking.

## Cyber Safety & Computer Basics Workshop (English or Spanish)

This hands-on workshop covers internet searching, creating, and saving Word documents, setting up an email account, sending emails, and scam and fraud prevention.

## CPR/AED and First Aid Certification

*\* Note: Not a Basic Life Support (BLS) certification class*

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, 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 allowing time for you to review training materials. During the scheduled in-person session, you will take a written test. 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!

## Financial Empowerment Workshop (English or Spanish)

This workshop is for those looking for tips and resources on how to manage their money. Gain skills to plan your finances, create a budget, save money, and manage credit cards and debt effectively.

## Job Search Assistance Workshop

Attend this interactive workshop to gain confidence and guidance for a successful job search. Learn how to prepare for your job search. Leave with valuable resources and job leads.

## Job Interview Practice Workshop (In Person or Virtual)

Enhance your interview skills through mock interviews with our staff and receive tips for both in-person and virtual interviews. Attend this workshop to increase your success in the interview process!

## Introduction to Entrepreneurship Workshop (Virtual)

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, Take Office Proficiency Assessments, including typing tests and Microsoft Office applications, to indicate your skill level.

## Orientation (In Person or Virtual)

This orientation is an introduction to services provided by ARIZONA@WORK Maricopa County.

## 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 (Virtual)

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

## Youth Leadership Development Workshop (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.

## Youth Passport to Employment 1, 2, 3 (ages 14-24 - In Person)

*1 = Job Search Assistance, Resume Writing & Lab,  
2 = Job Interview Practice & Workplace Readiness  
3 = Financial Empowerment, Leadership, & Intro to Entrepreneurship*

Attend a series of workshops and earn an ARIZONA@WORK: Maricopa County Career Readiness Certificate. \*WIOA enrolled youth may earn up to \$250 for interview clothes, accessories, and transportation assistance. For more information, email "Passport" to [WDDYouth2@maricopa.gov](mailto:WDDYouth2@maricopa.gov) Please include your name and phone number.

## Youth WEX Pre-requisite Workshop (ages 14-24 – In Person)

A prerequisite to the Work Experience (WEX) Work Readiness Series. Email "WEX" to [WDDYouth2@maricopa.gov](mailto:WDDYouth2@maricopa.gov) for more information. Please include your name and phone number.

## Youth Lab (ages 14-24 – In Person)

Eligible Youth participants register for the lab that helps them with their potential career paths.

## Ofertas de Talleres en Español

Consulte las fechas y horarios del calendario frontal para el Empoderamiento Financiero, Habilidades Informáticas Básicas y Redacción de Currículums vit