

**East Valley Campus**

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**March 2023**

Monday	Tuesday	Wednesday	Thursday	Friday
<p>If you live in Phoenix, please call or stop in!                      If you live in Maricopa County and not Phoenix, please call, stop in, or visit site  <a href="http://hsdclientportal.maricopa.gov">hsdclientportal.maricopa.gov</a></p>		<p><b>1</b>                      Employment Academy-One Day Modules A, B, C 9am-4pm (1hr lunch)                      Employment Academy Module D 9-12pm                      Virtual Orientation 3pm</p>	<p><b>2</b>                      Employment Academy-One Day Modules A, B, C 9am-4pm (1hr lunch)                      Youth Assessments 9am/2pm                      Virtual Orientation 10am</p>	<p><b>3</b>                      Employment Academy Module D 9-12pm                      OPAC Typing Test 1-4pm (by appointment)</p>
<p><b>6</b>                      Employment Academy-One Day Modules A, B, C 9am-4pm (1hr lunch)                      Employment Academy Module D 9-12pm                      Virtual Orientation 9am                      Resume Writing Lab 2-4pm</p>	<p><b>7</b>                      Employment Academy-One Day Modules A, B, C 9am-4pm (1hr lunch)                      Virtual Orientation 2pm</p>	<p><b>8</b>                      Employment Academy-One Day Modules A, B, C 9am-4pm (1hr lunch)                      Employment Academy Module D 9-12pm                      Basic Computer Skills Workshop 2-4pm                      Virtual Orientation 3pm</p>	<p><b>9</b>                      Employment Academy-One Day Modules A, B, C 9am-4pm (1hr lunch)                      Youth Assessments 9am/2pm                      Virtual Adult Orientation 10am</p>	<p><b>10</b>                      Employment Academy Module D 9-12pm                      OPAC Typing Test 1-4pm (by appointment)                      LinkedIn Workshop 9-11am</p>
<p><b>13</b>                      Employment Academy-One Day Modules A, B, C 9am-4pm (1hr lunch)                      Employment Academy Module D 9-12pm                      Virtual Orientation 9am                      Resume Writing Lab 2-4pm</p>	<p><b>14</b>                      Employment Academy-One Day Modules A, B, C 9am-4pm (1hr lunch)                      Virtual Orientation 2pm                      Resilience in the Workplace 2-4pm</p>	<p><b>15</b>                      Employment Academy-One Day Modules A, B, C 9am-4pm (1hr lunch)                      Employment Academy Module D 9-12pm                      Virtual Orientation 3pm</p>	<p><b>16</b>                      Employment Academy-One Day Modules A, B, C 9am-4pm (1hr lunch)                      Virtual Orientation 10am                      Youth Assessments 9am/2pm</p>	<p><b>17</b>                      Employment Academy Module D 9-12pm                      OPAC Typing Test 1-4pm (by appointment)                      ACRC (by appointment) 8:30am                      LinkedIn Workshop 9-11am</p>
<p><b>20</b>                      Employment Academy-One Day Modules A, B, C 9am-4pm (1hr lunch)                      Employment Academy Module D 9-12pm                      Virtual Orientation 9am                      Resume Writing Lab 2-4pm</p>	<p><b>21</b>                      Employment Academy-One Day Modules A, B, C 9am-4pm (1hr lunch)                      Virtual Orientation 2pm</p>	<p><b>22</b>                      Employment Academy-One Day Modules A, B, C 9am-4pm (1hr lunch)                      Employment Academy Module D 9-12pm                      Basic Computer Skills Workshop 2-4pm                      Virtual Orientation 3pm</p>	<p><b>23</b>                      Employment Academy-One Day Modules A, B, C 9am-4pm (1hr lunch)                      Virtual Orientation 10pm                      Youth Assessments 9am/2pm</p>	<p><b>24</b>                      Employment Academy Module D 9-12pm                      OPAC Typing Test 1-4pm (by appointment)                      LinkedIn Workshop 9-11am</p>
<p><b>27</b>                      Employment Academy-One Day Modules A, B, C 9am-4pm (1hr lunch)                      Employment Academy Module D 9-12pm                      Virtual Orientation 9am                      Resume Writing Lab 2-4pm</p>	<p><b>28</b>                      Employment Academy-One Day Modules A, B, C 9am-4pm (1hr lunch)                      Virtual Orientation 2pm                      Resilience in the Workplace 2-4pm</p>	<p><b>29</b>                      Employment Academy-One Day Modules A, B, C 9am-4pm (1hr lunch)                      Employment Academy Module D 9-12pm                      Virtual Introduction to Entrepreneurship 10-11:30am                      Virtual Orientation 3pm</p>	<p><b>30</b>                      Employment Academy-One Day Modules A, B, C 9am-4pm (1hr lunch)                      Virtual Orientation 10am                      Youth Assessments 9am/2pm</p>	<p><b>31</b>                      Employment Academy Module D 9-12pm                      OPAC Typing Test 1-4pm (by appointment)                      LinkedIn Workshop 9-11am</p>

## Available Workshops and Assessments

*If interested in any of the workshops or assessments below, please call or stop in for more information.*

### Virtual Orientation

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

### Employment Academy

In this training, you will learn the essential elements to gain and sustain meaningful employment. We will cover topics such as resume writing, interview skills and workplace readiness. *See calendar for monthly schedule.*

### Basic Computer Skills Workshop

Interested in learning basic computer skills? Attend this workshop and learn all the computer basics. Which includes; opening up a browser, searching on the internet, printing, copying and pasting, keyboard basics and an overview of Microsoft Office Programs. This is a hands on lab, where you can learn by doing. Take a look at the calendar for dates/times.

**Resume Writing Lab** Would you like assistance working on your resume? You can come to this hands-on lab with a complete resume, or even no resume at all. We will review your existing resume or help you write one from scratch, using templates to help you format. Please bring your work history and job announcements for positions you want to apply for. We will assist you with creating a resume targeted at those positions. Attend this lab repeatedly for continuous help until you land the job you want! We take walk-ins up to 20 people, or you can call 602-372-9700 ahead of time to reserve your spot- take a look at the calendar for dates/times.

### Resilience in the Workplace Workshop

This course will help customers identify strategies that will help build resilience in the workplace. Topics include: defining resilience, daily workplace challenges, and tips for building resilience. We take walk-ins up to 10 people, or you can call 602-372-9700 ahead of time to reserve your spot- take a look at the calendar for dates/times.

### LinkedIn Workshop

Attend our workshop to learn how to create or update a LinkedIn account. LinkedIn is the world's largest professional network on the internet. Trainers will work with you to create a profile or provide tips on how to improve an existing one. When you attend, Plan to dress for success, so we can add a professional profile picture. Bring a current resume, education details, and job information. We will review your work and education experience to create your very own professional networking profile in LinkedIn.

### Resume and Cover Letter Services

If you need help with your resume, e-mail our trainer team at ResumeHelp@Maricopa.gov for one-on-one service.

### Mock Interview Services

If you need interview assistance, e-mail our trainer team at ResumeHelp@Maricopa.gov for one-on-one service. Our trainers are happy to assist and will provide individualized mock interviews to help prepare you for an in-person or virtual job interview.

### Video Resume and Interview Tutorials

Our resume tutorial provides quick tips on using proper resume/cover letter templates, formatting, and getting past Applicant Tracking Systems (ATS). The interview tutorial informs about types of interviews, employer perspective, framework of an interview, types of questions and salary negotiation. Tutorials are recorded and can be viewed, paused, and replayed as often as you like to help guide you on your career path. E-mail our trainer team at ResumeHelp@Maricopa.gov to request them.

### Virtual Introduction to Entrepreneurship

Getting started as an entrepreneur. Have you ever considered starting a business, but didn't know where to start? Introduction to Entrepreneurship offers an overview to participants on how to make important decisions about *their readiness to start a small business*. Topics include entrepreneurship, business ownership readiness, planning for a healthy business, organizational types, record keeping, risk and time management. If interested, please email Steven Lewandowski at [steven.lewandowski@maricopa.gov](mailto:steven.lewandowski@maricopa.gov) for more details.

### Office Proficiency Assessments, Typing Test, and Certification (OPAC)

If you need to take a typing test for an employer or another office skills assessment, the Office Proficiency Assessment and Certification (OPAC) offers numerous assessments in Microsoft Windows applications (Windows10, Word, Excel, PowerPoint, Outlook), Keyboarding (typing speed and accuracy, 10-key, and data entry). Customer Service, Clerical, Financial, and Professional assessments are also offered. Available by appointment only. Please refer to our center calendar for dates and times.

### Arizona Career Readiness Credential (ACRC)

This credential will help you demonstrate to employers that you are job-ready! Stand out from the competition and get a great addition to your resume by attaining the ACRC. The credential process involves an initial skills assessment and instructional coursework. If interested, submit an e-mail to [ACRC@maricopa.gov](mailto:ACRC@maricopa.gov) and one of our trainers will follow up with you.

### 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.

*If interested in any of the workshops or assessments above, please call or stop in for more information.*

*Thank you!*