



West Valley Campus
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Monday	Tuesday	Wednesday	Thursday	Friday
3 Employment Academy 9am-4pm (1hr lunch) WIOA Training Packet 9-12pm Virtual Orientation 9am Resume Writing Lab 2-4pm	4 Employment Academy 9am-4pm (1hr lunch) Youth Assessments 9am/2pm Virtual Orientation 2pm	5 Employment Academy 9am-4pm (1hr lunch) WIOA Training Packet 9-12pm Virtual Orientation 3pm	6 Employment Academy 9am-4pm (1hr lunch) Virtual Orientation 10am	7 WIOA Training Packet 9-12pm OPAC Typing Test 1-4pm (by appointment) LinkedIn Workshop 9-11am
10 Employment Academy 9am-4pm (1hr lunch) WIOA Training Packet 9-12pm Virtual Orientation 9am	11 Employment Academy 9am-4pm (1hr lunch) Virtual Orientation 2pm Youth Assessments 9am/2pm Resilience in the Workplace 2-4pm	12 Employment Academy 9am-4pm (1hr lunch) WIOA Training Packet 9-12pm Virtual Orientation 3pm	13 Employment Academy 9am-4pm (1hr lunch) Virtual Adult Orientation 10am	14 WIOA Training Packet 9-12pm OPAC Typing Test 1-4pm (by appointment) LinkedIn Workshop 9-11am
17 Employment Academy 9am-4pm (1hr lunch) WIOA Training Packet 9-12pm Virtual Orientation 9am Resume Writing Lab 2-4pm	18 Employment Academy 9am-4pm (1hr lunch) Youth Assessments 9am/2pm Virtual Orientation 2pm	19 Employment Academy 9am-4pm (1hr lunch) WIOA Training Packet 9-12pm Virtual Orientation 3pm	20 Employment Academy 9am-4pm (1hr lunch) Virtual Orientation 10am	21 WIOA Training Packet 9-12pm OPAC Typing Test 1-4pm (by appointment) ACRC (by appointment) 8:30am LinkedIn Workshop 9-11am
24 Resume Writing Lab 2-4pm	25 Employment Academy 9am-4pm (1hr lunch) Youth Assessments 9am/2pm Virtual Orientation 2pm Resilience in the Workplace 2-4pm	26 Employment Academy 9am-4pm (1hr lunch) WIOA Training Packet 9-12pm Virtual Orientation 3pm Virtual Intro to Entrepreneurship 10:00-11:30am	27 Employment Academy 9am-4pm (1hr lunch) Virtual Orientation 10pm	28 WIOA Training Packet 9-12pm OPAC Typing Test 1-4pm (by appointment) LinkedIn Workshop 9-11am
				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 hsdclientportal.maricopa.gov

Available Workshops and Assessments

For questions about 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.

Basic Computer Skills Workshop*

Interested in learning basic computer skills? 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 experience, where you can learn by doing. Available by appointment only.

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.

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.

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.

**For workshops or labs above, reserve your spot by emailing us at HSDTrainingteam@maricopa.gov*

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.

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 hsdtrainingteam@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 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.

Thank you!