

East Valley Campus

1001 West Southern Ave. Suite 101
 Mesa, AZ 85210
 (602) 372-9700 TTY: 7-1-1



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AUGUST 2022

Monday	Tuesday	Wednesday	Thursday	Friday
1 Virtual Employment Academy Part A 9-12pm, Part B 1-4pm Virtual Adult Orientation 9am Youth Assessments 10am/2pm	2 Virtual Employment Academy Part C 9-12pm, Part D 1-4pm Virtual Adult Orientation 2pm	3 Virtual Employment Academy Part B 9-12pm, Part A 1-4pm Virtual Adult Orientation 3pm	4 Virtual Employment Academy Part D 9-12pm, Part C 1-4pm Virtual Adult Orientation 10am Youth Assessments 10am/2pm	5 Training Packet Lab 8:30am -12pm
8 Virtual Employment Academy Part A 9-12pm, Part B 1-4pm Virtual Adult Orientation 9am Youth Assessments 10am/2pm	9 Virtual Employment Academy Part C 9-12pm, Part D 1-4pm Virtual Adult Orientation 2pm	10 Virtual Employment Academy Part B 9-12pm, Part A 1-4pm Virtual Adult Orientation 3pm	11 Virtual Employment Academy Part D 9-12pm, Part C 1-4pm Virtual Adult Orientation 10am Youth Assessments 10am/2pm	12 OPAC Typing Test (in person) 9am-12pm and 1pm-4pm
15 Employment Academy Part A 9-12pm, Part B 1-4pm Virtual Employment Academy Part A 9-12pm Virtual Adult Orientation 9am Youth Assessments 10am/2pm	16 Employment Academy Part C 9-12pm, Part D 1-4pm Virtual Employment Academy Part B 9-12pm Virtual Adult Orientation 2pm	17 Employment Academy Part B 9-12pm, Part A 1-4pm Virtual Employment Academy Part C 9-12pm Virtual Adult Orientation 3pm	18 Employment Academy Part D 9-12pm, Part C 1-4pm Virtual Employment Academy Part D 9-12pm Virtual Adult Orientation 10am Youth Assessments 10am/2pm	19 OPAC Typing Test (in person) 9am-12pm and 1pm-4pm ACRC Testing (by appointment) 8:30am
22 Employment Academy Part A 9-12pm, Part B 1-4pm Virtual Employment Academy Part A 9-12pm Virtual Adult Orientation 9am Youth Assessments 10am/2pm	23 Employment Academy Part C 9-12pm, Part D 1-4pm Virtual Employment Academy Part B 9-12pm Virtual Adult Orientation 2pm	24 Employment Academy Part B 9-12pm, Part A 1-4pm Virtual Employment Academy Part C 9-12pm Virtual Adult Orientation 3pm	25 Employment Academy Part D 9-12pm, Part C 1-4pm Virtual Employment Academy Part D 9-12pm Virtual Adult Orientation 9am Youth Assessments 10am/2pm	26 OPAC Typing Test (in person) 9am-12pm and 1pm-4pm
29 Employment Academy Part A 9-12pm, Part B 1-4pm Virtual Employment Academy Part A 9-12pm Virtual Adult Orientation 9am Virtual Introduction to Entrepreneurship 1:00-3:30pm Youth Assessments 10am/2pm	30 Employment Academy Part C 9-12pm, Part D 1-4pm Virtual Employment Academy Part B 9-12pm Virtual Adult Orientation 2pm	31 Employment Academy Part B 9-12pm, Part A 1-4pm Virtual Employment Academy Part C 9-12pm Virtual Adult Orientation 3pm	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 hdsclientportal.maricopa.gov	

Available Workshops and Assessments

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

Virtual Adult Orientation (VAO)

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

Employment Academy (EA) and Virtual Employment Academy (VEA)

This is a 4-part, comprehensive workshop for the job seeker.

Modules A-C will cover topics such as: job search, resume writing, interviewing, and employer perspective.

You will learn the essential elements needed to gain and sustain meaningful employment.

Attend **Module D** if you have been approved to complete a WIOA training packet by your Career Advisor. You will learn how to research and complete the required packet in this module.

Training Packet Lab

If you would like in-person help with your WIOA training packet, our training staff is here to answer your questions.

Sign up in advance by calling 602-372-9700 to reserve your seat. Last offering is August 5th.

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 (VIE)

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 management and time management.

If interested, please email Steven Lewandowski at steven.lewandowski@maricopa.gov for more details.

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 courseware. If interested, submit an e-mail to ACRC@maricopa.gov and one of our trainers will follow up with you.

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) and 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.

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!