

AUGUST 2021

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West Valley Career Center
 4425 W. Olive Suites 190 & 200
 Glendale, AZ 85302
 (602) 372-4200 TTY: 7-1-1

Monday	Tuesday	Wednesday	Thursday	Friday
2 Virtual Employment Academy Part A 9am-12pm, Part B 1-4pm Virtual Adult Orientation 9am	3 Virtual Employment Academy Part C 9am-12pm, Part D 1-4pm Youth Assessments 10am/2pm Virtual Adult Orientation 2pm	4 Virtual Employment Academy Part B 9am-12pm, Part A 1-4pm Virtual Adult Orientation 3pm	5 Virtual Employment Academy Part D 9am-12pm, Part C 1-4pm Virtual Adult Orientation 10am	6 ACRC Testing (in person) 8:30am
9 Virtual Employment Academy Part A 9am-12pm, Part B 1-4pm Virtual Adult Orientation 9am	10 Virtual Employment Academy Part C 9am-12pm, Part D 1-4pm Youth Assessments 10am/2pm Virtual Adult Orientation 2pm	11 Virtual Employment Academy Part B 9am-12pm, Part A 1-4pm OPAC Typing Test (in person) 9am-12pm and 1pm-4pm Virtual Adult Orientation 3pm	12 Virtual Employment Academy Part D 9am-12pm, Part C 1-4pm Virtual Adult Orientation 10am Youth Assessments 10am/2pm	13 ACRC and Training Packet Lab 8:30am -12pm
16 Virtual Employment Academy Part A 9am-12pm, Part B 1-4pm Virtual Adult Orientation 9am	17 Virtual Employment Academy Part C 9am-12pm, Part D 1-4pm Youth Assessments 10am/2pm Virtual Adult Orientation 2pm	18 Virtual Employment Academy Part B 9am-12pm, Part A 1-4pm Virtual Adult Orientation 3pm	19 Virtual Employment Academy Part D 9am-12pm, Part C 1-4pm Virtual Adult Orientation 10am Youth Assessments 10am/2pm	20 ACRC Testing (in person) 8:30am
23 Virtual Employment Academy Part A 9am-12pm, Part B 1-4pm Virtual Adult Orientation 9am Virtual Introduction to Entrepreneurship 1-3:30pm	24 Virtual Employment Academy Part C 9am-12pm, Part D 1-4pm Youth Assessments 10am/2pm Virtual Adult Orientation 2pm	25 Virtual Employment Academy Part B 9am-12pm, Part A 1-4pm OPAC Typing Test (in person) 9am-12pm and 1pm-4pm Virtual Adult Orientation 3pm	26 Virtual Employment Academy Part D 9am-12pm, Part C 1-4pm Virtual Adult Orientation 10am Youth Assessments 10am/2pm	27 ACRC and Training Packet Lab 8:30am -12pm
30 Virtual Employment Academy Part A 9am-12pm, Part B 1-4pm Virtual Adult Orientation 9am	31 Virtual Employment Academy Part C 9am-12pm, Part D 1-4pm Youth Assessments 10am/2pm Virtual Adult Orientation 2pm	WE'RE OPEN	Request services at Maricopa.gov/findajob Submit an Inquiry form.	Workshops are conducted virtually to comply with social distancing.

Available Workshops and Assessments

Virtual Employment Academy (VEA) Modules A, B, C and D

The Virtual Employment Academy is a 4-part online workshop that will sharpen your employability skills and prepare you for an effective job search. In this comprehensive workshop, **Modules A-C** will cover topics such as: job searching, resume writing, interviewing, employer perspective, and preparing you to attain the Arizona Career Readiness Credential (ACRC). You will learn the essential elements needed to gain meaningful employment. Attend **Module D** if you have been approved for WIOA training with your Career Advisor and you plan to pursue an Occupational Skills Training Certification. In this module, you will learn how to complete your research and the required training packet. To enroll in this virtual workshop, submit a *Job Seeker Inquiry Form* at Maricopa.gov/findajob. Select **Virtual Employment Academy**. If you need a device to attend the virtual workshop, please arrive early and contact our front desk for assistance.

Virtual Introduction to Entrepreneurship: (VIE) (Getting started as an entrepreneur)

Have you ever considered starting a business but did not know where to start? The Introduction to Entrepreneurship workshop offers an interactive experience that encourages participants to make important decisions about their readiness to start a small business. Topics will include: What is entrepreneurship? Is owning a business a good fit for you? Planning for a healthy business, organizational types, record keeping, risk management and time management. If interested, please email Eboni Farmer at eboni.farmer@maricopa.gov for more details.

Virtual Adult Orientation (VAO)

An introduction to the Workforce Innovation and Opportunity Act (WIOA). You will learn about the services and resources available to Job Seekers through ARIZONA@WORK Maricopa County along with the Occupational Skills Training Grant, the high demand industry areas, and the steps needed to apply for Career Planning Services. If interested, submit a *Job Seeker Inquiry Form* at Maricopa.gov/findajob. Select **Job Occupational Skills Training**.

Resumes and More (Video Tutorial)

This tutorial provides quick tips on types of resumes, formatting, getting past Applicant Tracking Systems (ATS), cover letters and a reference page. If interested, submit a *Job Seeker Inquiry Form* at Maricopa.gov/findajob Select **Assistance with Creating a Resume**.

Igniting Your Interview (Video Tutorial)

This tutorial provides helpful tips to prepare you for interviewing in a 30-minute video. Topics include: interview types, employer perspective, framework of an interview, types of questions and salary negotiation. If interested, submit a *Job Seeker Inquiry Form* at Maricopa.gov/findajob. Select **Assistance with Developing Interview Skills**.

ACRC & Training Packet Lab

If you would like in-person lab support from a Training Specialist, visit our center and work on completing ACRC courseware or completing your WIOA training packet. A Training Specialist will be available to answer your questions. Seating is limited due to social distancing protocol. To sign up in advance, call us at 602-372-4200 to reserve your seat.

Arizona Career Readiness Credential (ACRC)

Demonstrate to employers that you have mastered the skills that are most important to success! The credential process involves an initial skills assessment, instructional courseware, and successful completion of a battery of assessments in critical skill areas. Stand out from the competition and get a great addition to your resume by attaining the ACRC. If interested, submit a *Job Seeker Inquiry Form* at Maricopa.gov/findajob. Select **Prepare for the Arizona Career Readiness Credential or Test for the Arizona Career Readiness Credential**.

Office Proficiency Assessment 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) is available by appointment only. Please refer to our center calendar for dates and times. If interested, submit a *Job Seeker Inquiry Form* at Maricopa.gov/findajob. Select **Completing a Typing Test or Other Scheduled Assessment**.

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.