

JANUARY 2021

More info at- Arizonaatwork.com/maricopa



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West Valley Career Center
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 Glendale, AZ 85302
 (602) 372-4200 TTY: 7-1-1

Monday	Tuesday	Wednesday	Thursday	Friday
WE'RE OPEN	Request services at Maricopa.gov/findajob Submit an Inquiry form	Workshops are conducted virtually to comply with social distancing.		1 New Year's Holiday Center Closed
Due to changes in federal regulations, this calendar may be adjusted at any time.				
4 9am Virtual Adult Orientation	5 9am-11am Virtual Employment Academy 2pm Virtual Adult Orientation	6 3pm Virtual Adult Orientation	7 10am Virtual Adult Orientation 1pm-3pm Virtual Employment Academy	8 8:30am ACRC Testing (in person)
11 9am Virtual Adult Orientation	12 9am-11am Virtual Employment Academy 2pm Virtual Adult Orientation	13 9am-12pm and 1pm-4pm OPAC Typing Test (in person) 3pm Virtual Adult Orientation	14 10am Virtual Adult Orientation 1pm-3pm Virtual Employment Academy	15
18 Martin Luther King Holiday Center Closed	19 9am-11am Virtual Employment Academy 2pm Virtual Adult Orientation	20 3pm Virtual Adult Orientation	21 10am Virtual Adult Orientation 1pm-3pm Virtual Employment Academy	22 8:30am ACRC Testing (in person)
25 9am Virtual Adult Orientation 9:30am-12:00pm Virtual Introduction to Entrepreneurship	26 9am-11am Virtual Employment Academy 2pm Virtual Adult Orientation	27 9am-12pm and 1pm-4pm OPAC Typing Test (in person) 3pm Virtual Adult Orientation	28 10am Virtual Adult Orientation 1pm-3pm Virtual Employment Academy	29

Available Workshops and Assessments



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Resumes and More

This tutorial will enable participants to create/improve their resume to meet the needs of hiring companies. It will provide 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

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. Following the tips from the tutorial will give you a leading edge to be a successful candidate. If interested, submit a *Job Seeker Inquiry Form* at Maricopa.gov/findajob. Select **Assistance with Developing Interview Skills**.

Virtual Employment Academy (VEA)

The Virtual Employment Academy is a two-hour virtual online workshop that will sharpen your employability skills and prepare you for an effective job search. This comprehensive workshop will cover topics such as: job searching, resume writing, interviewing, Business Services, and preparing you to attain the Arizona Career Readiness Credential (ACRC). You will learn the essential elements needed to gain meaningful employment. To enroll in this virtual workshop, submit a *Job Seeker Inquiry Form* at Maricopa.gov/findajob. Select **Virtual Employment Academy**.

Virtual Introduction to Entrepreneurship: 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 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

The Virtual Adult Orientation is 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.

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**.

Oct 2020