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

May 2022

Monday	Tuesday	Wednesday	Thursday	Friday
2 Virtual Employment Academy Part A 9-12pm, Part B 1-4pm Virtual Adult Orientation 9am	3 Virtual Employment Academy Part C 9-12pm, Part D 1-4pm Youth Assessments 10am/2pm Virtual Adult Orientation 2pm	4 Virtual Employment Academy Part B 9-12pm, Part A 1-4pm Virtual Adult Orientation 3pm	5 Virtual Employment Academy Part D 9-12pm, Part C 1-4pm Virtual Adult Orientation 10am Youth Assessments 10am/2pm	6 Training Packet Lab 8:30am -12:00pm
9 Virtual Employment Academy Part A 9-12pm, Part B 1-4pm Virtual Adult Orientation 9am	10 Virtual Employment Academy Part C 9-12pm, Part D 1-4pm Youth Assessments 10am/2pm Virtual Adult Orientation 2pm	11 Virtual Employment Academy Part B 9-12pm, Part A 1-4pm OPAC Typing Test (in person) 9am-12pm and 1pm-4pm Virtual Adult Orientation 3pm	12 Virtual Employment Academy Part D 9-12pm, Part C 1-4pm Virtual Adult Orientation 10am Youth Assessments 10am/2pm	13 Training Packet Lab 8:30am -12:00pm
16 Virtual Employment Academy Part A 9-12pm, Part B 1-4pm Virtual Adult Orientation 9am	17 Virtual Employment Academy Part C 9-12pm, Part D 1-4pm Youth Assessments 10am/2pm Virtual Adult Orientation 2pm	18 Virtual Employment Academy Part B 9-12pm, Part A 1-4pm Virtual Adult Orientation 3pm	19 Virtual Employment Academy Part D 9-12pm, Part C 1-4pm Virtual Adult Orientation 10am Youth Assessments 10am/2pm	20 Training Packet Lab 8:30am -12:00pm
23 Virtual Employment Academy Part A 9-12pm, Part B 1-4pm Virtual Adult Orientation 9am Virtual Introduction to Entrepreneurship 1:00-3:30pm	24 Virtual Employment Academy Part C 9-12pm, Part D 1-4pm Youth Assessments 10am/2pm Virtual Adult Orientation 2pm	25 Virtual Employment Academy Part B 9-12pm, Part A 1-4pm OPAC Typing Test (in person) 9am-12pm and 1pm-4pm Virtual Adult Orientation 3pm	26 Virtual Employment Academy Part D 9-12pm, Part C 1-4pm Virtual Adult Orientation 10am Youth Assessments 10am/2pm	27 Training Packet Lab 8:30am -12:00pm
30 HOLIDAY Center Closed	31 Virtual Employment Academy Part C 9-12pm, Part D 1-4pm Youth Assessments 10am/2pm Virtual Adult Orientation 2pm			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

If interested in any of the below workshops. Please call or stop in our center for more information!

[Virtual Adult Orientation \(VAO\)](#)

VAO 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.

[Virtual Employment Academy \(VEA\)](#)

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, and employer perspective. 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 Module D, you will learn how to complete your research and the required WIOA training packet.

[Training Packet Lab](#)

If you would like in-person lab support to help with your WIOA training packet from one of our trainers to answer your questions. Sign up in advance by calling us at 602-372-4200 to reserve your seat.

[Resume and Cover Letter Services](#)

Request a meeting with our trainers.

[Our 1.1 service and video tutorial provide](#) quick tips on resumes/cover letters templates, formatting, getting past Applicant Tracking Systems (ATS), and a reference page.

You may also e-mail our trainer team at ResumeHelp@Maricopa.gov for Resume and Interview assistance.

[Mock Interview Services](#)

Request a meeting with our trainers.

Our 1.1 service to practice your interview and our video tutorial provide helpful tips to prepare you for interviewing on topics that include: interview types, employer perspective, framework of an interview, types of questions and salary negotiation.

You may also e-mail our trainer team at ResumeHelp@Maricopa.gov for Resume and Interview 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: Entrepreneurship, business ownership readiness, planning for a healthy business, organizational types, record keeping, risk management and time management.*

If interested, please call or email Steven Lewandowski at 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) is 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 above workshops. Please call or stop in our center for more information!

Thank you!