

Workforce Partnership Site Workshop Locations

Avondale Resource Center 995 E. Riley Dr. Avondale, AZ

Gila Bend 777 N. Logan Ave. Gila Bend, AZ

Surprise Center 12425 W. Bell Rd. Building A Surprise, AZ

Wickenburg Public Library 164 E. Apache St. Wickenburg, AZ



Proud partner of the ARIZONA@WORK Network

January 2024

Monday	Tuesday	Wednesday	Thursday	Friday
1 Partnership Site Closed Holiday	2 Resume Writing Workshop 8am - 10am – Surprise Resume Writing Lab 10am - 11am – Surprise	3	4	5 Resume Writing Workshop 10am - 12pm – Gila Bend Resume Writing Lab 12pm - 1pm – Gila Bend
8 Job Search Workshop 10am - 12pm – Avondale Job Search Lab 12pm - 1pm – Avondale	9 Resume Writing Workshop 12pm - 2pm - Wickenburg Resume Writing Lab 2pm - 3pm - Wickenburg Job Search Workshop 8am - 10am - Surprise Job Search Lab 10am - 11am - Surprise	10	11	12 Job Search Workshop 10am - 12pm – Gila Bend Job Search Lab 12pm - 1pm – Gila Bend
15 Partnership Site Closed Holiday	16 Interview Workshop 12pm - 2pm - Wickenburg Interview Workshop 1pm - 4pm - Surprise	17	18	19 Interview Workshop 10am - 12pm – Gila Bend
22 Resume Writing Workshop 10am - 12pm – Avondale Resume Writing Lab 12pm - 1pm – Avondale	23 Financial Empowerment 9am - 4pm (1hr lunch) Wickenburg/ Surprise	24	25	26 Financial Empowerment 10am - 5pm (1hr lunch) Gila Bend
29	30 Job Search Workshop 12pm - 2pm – Wickenburg Job Search Lab 2pm - 3pm – Wickenburg	31		

Available Workshops and Assessments

For questions about the workshops or assessments below, please call or stop in for more information.

Financial Empowerment*

This workshop is for those looking for tips and resources on how to manage their money. It covers topics such as planning your finances, budgeting, saving, credit, and debt. Attend this workshop if you would like resources to be more financially empowered.

Interview Workshop *

Would you like to have more confidence in your next interview? This workshop will help you prepare for one. Topics include researching the company you are interviewing with, dressing for the interview, and how to introduce yourself. We'll practice how to answer common interview questions. Attend this workshop to increase your success in the interview process!

Job Search Workshop Lab*

Need assistance looking for jobs? If yes, attend this interactive workshop to gain confidence and guidance for a successful job search. Based off your interests, you will identify job titles and keywords to use for job searching. You will learn what to prepare when submitting a job application and will leave with tangible resources such as job leads and a tracking tool.

Resume Writing Intro/Advanced Workshop Lab*

Intro: Do you need help writing your resume? Come to this class and learn how to format and write a basic resume. Get your resume accepted by computer tracking systems and land yourself an interview! Stay after this class for our Resume Lab to write and walk away with a resume.

Advanced : Go beyond resume basics and learn how to identify and market your skills. Learn several different resume formats and how to write a cover letter. *We recommend first attending Intro to Resume 101. Attend a hands-on Resume Lab to write and walk away with a resume.

Resume Lab

Come to this hands-on lab with your work history. You'll sit at a computer and write your resume with the assistance of a workforce staff person. *You must attend either the Employment Academy or Intro to Resume 101 prior to attending lab. You may attend the lab, week after week, as many times as you like.

***For workshops or labs above, reserve your spot by calling us.**

Dates and times are subject to change - Please call to confirm prior to arriving

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Gila Bend: Juanaysa Ortiz Cell: 623-274-5095 Juanaysa.Ortiz@maricopa.gov

Surprise: Melinda Greenhouse Cell: 602-214-4587 Melinda.Greenhouse@maricopa.gov

Wickenburg: Julie Pellam Cell: 602-733-2220 Julie.Pellam@maricopa.gov

Thank you!