



**East Valley Center**

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# NOVEMBER 2023

Proud partner of the ARIZONA@WORK Network

Monday	Tuesday	Wednesday	Thursday	Friday
		<b>1</b> Virtual Orientation 3pm LinkedIn Basics Workshop 9am - 11am Basic Computer Skills 2pm - 4pm	<b>2</b> Virtual Orientation 10am Interview Skills Workshop 9am - 11am Advanced Resume Writing 102 1pm - 3pm Resume Lab 3pm - 430pm	<b>3</b> AJC & Client Portal Application Lab 9am - 12pm OPAC Assessments & Typing Tests 1pm - 4pm Intro to Entrepreneurship 2pm - 4pm
<b>6</b> Virtual Orientation 9am Job Search Workshop 9am - 11am Intro Resume Writing 101 1pm - 3pm Resume Lab 3pm - 430pm	<b>7</b> Virtual Orientation 11am Financial Empowerment 9am - 4pm (1hr lunch) Youth Assessments 9am or 2pm	<b>8</b> Virtual Orientation 3pm LinkedIn Basics Workshop 9am - 11am Basic Computer Skills 2pm - 4pm	<b>9</b> Virtual Orientation 10am Interview Skills Workshop 9am - 11am Advanced Resume Writing 102 1pm - 3pm Resume Lab 3pm - 430pm	<b>10</b> Center Closed Holiday
<b>13</b> Virtual Orientation 9am Intro Resume Writing 101 1pm - 3pm Resume Lab 3pm - 430pm	<b>14</b> Virtual Orientation 11am Financial Empowerment 9am - 4pm (1hr lunch) Youth Assessments 9am or 2pm	<b>15</b> Virtual Orientation 3pm LinkedIn Basics Workshop 9am - 11am Basic Computer Skills 2pm - 4pm	<b>16</b> Virtual Orientation 10am Interview Skills Workshop 9am - 11am Advanced Resume Writing 102 1pm - 3pm Resume Lab 3pm - 430pm	<b>17</b> AJC & Client Portal Application Lab 9am-12pm OPAC Assessments & Typing Tests 1pm - 4pm Intro to Entrepreneurship 2pm - 4pm
<b>20</b> Virtual Orientation 9am Job Search Workshop 9am - 11am Resume Writing 1pm - 3pm Resume Lab 3pm - 430pm	<b>21</b> Virtual Orientation 11am Financial Empowerment 9am - 4pm (1hr lunch) Youth Assessments 9am or 2pm	<b>22</b> Virtual Orientation 3pm Basic Computer Skills 2pm - 4pm	<b>23</b> Center Closed Holiday	<b>24</b> Center Closed Holiday
<b>27</b> Virtual Orientation 9am Job Search Workshop 9am - 11am Resume Writing 1pm - 3pm Resume Lab 3pm - 430pm	<b>28</b> Virtual Orientation 11am Financial Empowerment 9am - 4pm (1hr lunch) Youth Assessments 9am or 2pm	<b>29</b> Virtual Orientation 3pm	<b>30</b> Virtual Orientation 10am	For more information please call , stop in, or visit site <a href="http://hsdclientportal.maricopa.gov">hsdclientportal.maricopa.gov</a>

# Available Workshops and Assessments

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

## **AJC & Client Portal Application Lab**

Are you in need of assistance with creating your azjobconnection.gov account or completing your client portal application? If yes, please call us to register, so that a trainer can guide you in our computer lab with completing the process.

## **Basic Computer Skills**

Would you like to increase your ability to perform basic tasks on a computer? In this hands-on workshop, you will learn how to search the internet, create, compose and save a Word document, create an email account, and how to open, compose and send an email. Also learn to attach a Word document to email. This is an interactive workshop where you will learn, apply, and practice these basic tasks.

## **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 Skills**

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!

## **Introduction to Entrepreneurship**

Have you thought about starting your own business but not sure where to start? This workshop will give you an overview of entrepreneurship. Topics include determining if owning your own business is a good fit for you, planning for a healthy business, the importance of time management, record keeping, and risk management.

## **Introduction to Resume Writing 101**

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.

## **Job Search**

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.

## **LinkedIn Basics**

Would you like to join the world's largest professional network on the internet? Attend our LinkedIn workshop to learn how to create or update a LinkedIn account. We will work with you step by step on how to create or improve your account. Come dressed for success if you would like your professional profile picture taken. Bring your work history, and education details, so we can help you add them to your profile.

## **Office Proficiency Assessments, Typing Test, and Certification (OPAC)**

If you need to take a typing test, or another office skills assessment, either to use in your resume or provide to an employer come to one of our Office Proficiency Assessment and Certification (OPAC) sessions. We offer numerous assessments in Microsoft Windows applications (Windows10, Word, Excel, PowerPoint, Outlook), Keyboarding (typing speed and accuracy, 10-key, and data entry). Customer Service, Clerical, Financial, and Professional assessments are also offered. Call ahead (use the number at the top of the calendar) is preferred, but not required. Walk-ins welcome.

## **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 Introduction to Resume Writing 101 prior to attending this lab. You may attend the lab, week after week, as many times as you like.

## **Resume Writing 102—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.

## **Virtual Orientation**

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

## **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.

*\*For workshops or labs above, reserve your spot by emailing us at [HSDTrainingteam@maricopa.gov](mailto:HSDTrainingteam@maricopa.gov)*

*\*Date/Time Subject to Change\**

*Thank you!*