

# MARCH 2020



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

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Monday		Tuesday		Wednesday		Thursday		Friday	
2	<b>Office Skills Assessments</b> 9am-12pm  <b>Employment Academy</b> <b>Monday-Friday</b> 9am-12pm 1pm-4pm Lunch 1 hour-on your own	3	9am <b>AJC Creation Lab</b> 10am <b>Youth Orientation</b> 1pm <b>AJC Creation Lab</b> 2pm <b>Adult Orientation</b>  <b>Employment Academy</b>	4	          <b>Employment Academy</b>	5	1pm <b>AJC Creation Lab</b> 2pm <b>Youth Orientation</b>          <b>Employment Academy</b>	6	          <b>Employment Academy</b>
9	<b>Office Skills Assessments</b> 9am-12pm	10	9am <b>AJC Creation Lab</b> 10am <b>Youth Orientation</b>	11	9am-12pm <b>Resumes and More</b> 1:30pm <b>Resume/LinkedIn Lab</b>	12	9am <b>AJC Creation Lab</b> 10am <b>Adult Orientation</b> 1pm <b>AJC Creation Lab</b> 2pm <b>Youth Orientation</b>	13	
16	<b>Office Skills Assessments</b> 9am-12pm  <b>Entrepreneurship Skills Training</b> 9am-12pm 1pm-4pm Lunch 1 hour-on your own	17	9am <b>AJC Creation Lab</b> 10am <b>Youth Orientation</b> 1pm <b>AJC Creation Lab</b> 2pm <b>Adult Orientation</b>	18		19	1pm <b>AJC Creation Lab</b> 2pm <b>Youth Orientation</b>	20	
23	<b>Office Skills Assessments</b> 9am-12pm	24	9am <b>AJC Creation Lab</b> 10am <b>Youth Orientation</b>	25	9am-12pm <b>Igniting Your Interview</b> 1:30pm <b>LinkedIn Basics</b>	26	9am <b>AJC Creation Lab</b> 10am <b>Adult Orientation</b> 1pm <b>AJC Creation Lab</b> 2pm <b>Youth Orientation</b>	27	
30	<b>Office Skills Assessments</b> 9am-12pm  <b>Employment Academy</b> <b>Monday-Friday</b> 9am-12pm 1pm-4pm Lunch 1 hour-on your own	31	9am <b>AJC Creation Lab</b> 10am <b>Youth Orientation</b> 1pm <b>AJC Creation Lab</b> 2pm <b>Adult Orientation</b>  <b>Employment Academy</b>	Children are <b>NOT</b> allowed in workshops		Advance sign up for orientations /academy is required. Please call or visit our front desk.		Please arrive <b>15 minutes</b> early. Late Arrivals must <u>re-schedule.</u>	

**Due to changes in federal regulations, this calendar may be adjusted at any time.**

# Available Workshops and Assessments

**See Center calendar for workshop and assessments schedule**



## Employment Academy

The Employment Academy is a 5-day workshop that will sharpen your employability skills and prepare you for an effective job search. This comprehensive workshop will also prepare you to attain the Arizona Career Readiness Credential (see below for ACRC description). You will learn the essential elements needed to gain meaningful employment, including evaluating your interests/skills, assessing your work style, locating labor market information, preparing a targeted resume, improving your interview techniques, and much more.

## Adult Orientation

The Adult Orientation orients job seekers to the services provided by the ARIZONA@WORK Maricopa County Adult program. Job seekers are offered information and resources that will enable them to take advantage of job search and career planning services. In addition, they will understand their next steps in their path to employment.

## Resumes and More

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

**Resume/LinkedIn Lab:** following the workshop, a designated computer lab is staffed with a trainer to help you in creating a great resume or improving your LinkedIn profile. **For resume lab assistance, attend the resume workshop first. Bring a flash drive to save your work. For LinkedIn assistance, workshop attendance is not required.**

## Igniting Your Interview

Topics include: the framework of an interview, proper attire, how to answer the most common questions, and post-interview strategies. To practice for your next interview, a **mock interview** may be scheduled. Talk to one of our trainers for more details.

## LinkedIn Basics

In this presentation, participants will learn the basics of setting up a LinkedIn profile. The **Resume/LinkedIn Lab** is available for those who desire help with improving or creating a LinkedIn profile. **For LinkedIn assistance, attending this LinkedIn presentation is not required.**

## Entrepreneurship Skills Training

The Entrepreneurship Skills Training workshop offers a highly interactive experience that encourages participants to make important decisions about their readiness to start and maintain a small business. Topics will include: Is Owning a Business Good Fit for You? Planning for a Healthy Business, Organizational Types, Record Keeping, Risk Management and Time Management. Talk to one of our trainers for more details.

## 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 crowd and get a great addition to your resume by attaining the ACRC. If interested, contact Eboni Farmer at 602.372.4209. (TTY: 7-1-1)

## Office Skills Assessments

Office Skills Assessments offers a variety of testing options in such areas as typing, 10-key, data entry, Windows, Microsoft Word/Excel, medical terminology, and much more.

## AJC Creation Lab

The AJC Creation Lab is available for participants who need assistance with creating a Job Seeker account through the Arizona Job Connection (AJC) website: [www.azjobconnection.gov](http://www.azjobconnection.gov). **\*Creating an AJC Job Seeker account is a requirement to participate in other Center workshops and services.**