ARIZONA @ WORK™
MARICOPA COUNTY
A proud partner of the AmericanJobCenter network

Available Workshops and Assessments

Career Services Overview (CSO)

Monday through Thursday 9 a.m. or 1 p.m.

Interested in utilizing center services? The Career Services Overview (CSO) gives participants an opportunity to learn about the full spectrum of employment services available at the Center. This will include information about the Workforce Innovation and Opportunity Act (WIOA), our menu of services, available workshops, and much more. At the end of the session, participants will receive the WIOA application packet and a list of required eligibility documentation.

Client Enrollment

Monday through Thursday 10 a.m. or 2 p.m.

Participants, who have attended a CSO and are interested in participating in WIOA funded services, may attend a Group Enrollment Session. Prior to attending this group enrollment, complete your WIOA application packet and collect all required eligibility documentation. Bring your completed application and documents to a Group Enrollment Session. You will meet with an eligibility specialist who will process completed applications and answer your questions.

Employability Skills

Want to learn new skills and/or sharpen your job search skills to meet the needs of the current job market? In this workshop, participants will examine the essential elements of gaining meaningful employment, including: evaluating your professional goals and current skills, labor market research, networking, the application process, resume building, interviewing, and negotiating a salary.

#Cyber-Jobing – How to Make the Most of Your Job Search

Are you interested in learning about online resources to make your job search more efficient and improve your personal growth? This course will help participants utilize online job boards, locate labor market information, and access self-improvement resources. Now more than ever, the jobseeker must use the latest techniques and technology to make the job search more effective.

LinkedIn and Connected

What does your digital profile say about you? This course is designed to increase awareness of the importance of your brand and online presence – especially pertaining to LinkedIn, the most prolific online networking tool. In this lab-based workshop, participants will create or elevate their professional profile including key components and uses. They will establish or increase connections, use recommendations and endorsements, contribute to groups, and follow influencers and companies to improve their viability. In addition, participants will explore the best practices in job searching on LinkedIn. ***Please Create a LinkedIn account prior to attending at linkedin.com***

Assessment Café

Would you like a tool to help you make better career choices and/or formally show employers your employment skills? Assessment Cafe offers a variety options, including Office Proficiency Assessment and Certification (OPAC) in such areas as typing, 10-key, data entry, Windows, Microsoft Office, medical terminology, legal proofreading, and much more. We offer a variety of career and skills assessments (AZCIS, Myers-Briggs, Choices) which can help undecided jobseekers find a career path. Call us to schedule yourself for one or more of these assessments.

On the $Money$

You CAN control your finances and this course is designed to help you set goals that will help you make a budget that works for you. Interested in learning about tools and techniques of managing your money? This financial literacy course is designed to enable everyone to learn about budget options, design a reasonable budget and live within their means.

Relevant Resume

Is your resume in need of a facelift? This course will enable participants to learn new skills and/or sharpen their resume writing skills to meet the needs of hiring companies. This workshop will help jobseekers navigate the maze of submitting relevant resumes in order to land an interview.

Resume Lab

This takes place in a designated computer lab and is staffed with specialists available to help guide jobseekers to create an impactful resume.
Must first attend Relevant Resume workshop. Bring a flash drive to save your work.

Igniting your Interview

Congratulations! You were just offered a job interview. Now what? Through the development of effective interview techniques, participants will learn how to improve their interview skills and have a successful interview. Topics will include: the framework of an interview, the importance of proper attire, knowing how to answer the most common questions, what questions to ask the employer, and post- interview strategies.

Employer Panel

Hiring companies and agencies attend to discuss their company cultures, values, and staffing needs. Job seekers have an opportunity to meet and network with company representatives. Take advantage of networking with Maricopa Workforce Connection staff members who work directly with local employers. Please come professionally dressed and bring several copies of your resume!

Assessments Available

OPAC, AZCIS
Myers-Briggs, Choices
TABE

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Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. Arizona@Work Maricopa County products and services are made available by the Workforce Innovation and Opportunity Act (WIOA)serving employers by aiding job seekers; adults, dislocated workers and youth.