<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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<tbody>
<tr>
<td>3</td>
<td>Assessment Café 9am-12pm</td>
<td>10am Youth Orientation 2pm Adult Orientation</td>
<td>9am-12pm Resumes and More 1:30pm Resume/LinkedIn Lab</td>
</tr>
<tr>
<td>10</td>
<td>Assessment Café 9am-12pm</td>
<td>Employment Academy Monday-Friday 9am-12pm 1pm-4pm Lunch 1 hour-on your own</td>
<td>Employment Academy</td>
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<tr>
<td>17</td>
<td>CENTER CLOSED (PRESIDENTS’ DAY)</td>
<td>9am AJC Creation Lab 10am Youth Orientation 1pm AJC Creation Lab 2pm Adult Orientation</td>
<td>9am AJC Creation Lab 10am Adult Orientation 1pm AJC Creation Lab 2pm Youth Orientation</td>
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<tr>
<td>24</td>
<td>Assessment Café 9am-12pm</td>
<td>Employment Academy Monday-Friday 9am-12pm 1pm-4pm Lunch 1 hour-on your own</td>
<td>Employment Academy</td>
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<tr>
<td>25</td>
<td>9am AJC Creation Lab 10am Youth Orientation 1pm AJC Creation Lab 2pm Adult Orientation</td>
<td>Employment Academy</td>
<td>Employment Academy</td>
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<tr>
<td>28</td>
<td>Children are NOT allowed in workshops</td>
<td>Advance sign up for orientations /academy is required. Please call or visit our front desk.</td>
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</tbody>
</table>

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

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 through federal funding provided by the Workforce Innovation and Opportunity Act (WIOA) serving employers by aiding job seekers, adults, dislocated workers.

More info at: Arizonaatwork.com/maricopa
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 will be given information and resources that will enable them to take the next step in their path to employment. The Adult Orientation also offers a variety of testing options in such areas as typing, 10-key, data entry, Windows, Microsoft Word/Excel, medical terminology, and much more.

**Assessment Café**

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 Arizona Career Readiness Credential (ACRC).

If interested, contact David Lopez at 602-372-9740. (TTY: 7-1-1)

**Assessment Café**

Arizona Career Readiness Credential (ACRC) demonstration band looks at 6:30-7:30 p.m. (TTh: 7-1-1)

This LinkedIn presentation is not required.

LinkedIn Basics

LinkedIn is a powerful tool to use in your job search. This course will enable job seekers to create/improve their LinkedIn profile. The Resume/LinkedIn Lab is available to those who desire help with improving or creating a LinkedIn profile. For LinkedIn assistance, attending this LinkedIn presentation is not required.

Igniting Your Interview

This course will enable job seekers to create/improve their resume to meet the needs of hiring companies. First, bring a flash drive to save your work. For LinkedIn assistance, workshops and assessment assistance are required. For resume assistance, attending the workshop is required. For mock interview assistance, attending the workshop is required. For mock interview assistance, attending the workshop is required.

**Assessment Café**

Career Planning services. In addition, they will understand their next steps in their path to employment. The adult orientation offers job seekers to the services provided by the Arizona@Work-Maricopa County Adult Program.

**Resume and More**

Preparing a targeted resume, improving your interview techniques, and much more.

Empowerment. Enhancing evaluating your interests/skills, assessing your work style, locating labor market information, essential (see below for ACRC description), you will learn the essential elements needed to gain meaningful employment. Effective job search techniques will also prepare you to attain the Arizona Career Readiness Credential.