

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



Buckeye Public Library
Coyote Branch 21699 W. Yuma Rd. 116 Buckeye, AZ
Downtown Branch 310 N. 6th St. Buckeye, AZ

Proud partner of the ARIZONA@WORK Network

May 2024

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2 Resume Writing Workshop 10am - 12pm – Buckeye Downtown Resume Writing Lab 12pm - 1pm – Buckeye Downtown	3 Resume Writing Workshop 10am - 12pm – Buckeye Coyote Resume Writing Lab 12pm - 1pm – Buckeye Coyote
6 Resume Writing Workshop 10am - 12pm – Avondale Resume Writing Lab 12pm - 1pm – Avondale Available in Gila Bend on a walk-in basis.	7 Resume Writing Workshop 8am - 10am - Surprise Resume Writing Lab 10am - 11am - Surprise	8	9 Computer Basics/Job Search Workshop 1pm–2pm Job Search Lab 2pm - 3pm – Buckeye Downtown	10 Computer Basics/Job Search Workshop 1pm–2pm Buckeye Coyote Job Search Lab 2pm - 3pm – Buckeye Coyote
13 Basics/Job Search Workshop 10am - 12pm – Avondale Job Search Lab 12pm - 1pm – Avondale Available in Gila Bend on a walk-in basis.	14 Job Search Workshop 8am - 10am - Surprise Job Search Lab 10am - 11am - Surprise	15	16 No workshop	17 Interview Workshop 10am - 12pm – Buckeye Coyote
20 Interview Workshop 10am - 12pm – Avondale Available in Gila Bend on a walk-in basis.	21 Interview Workshop 8am - 11am - Surprise	22	23 Financial Empowerment 10am - 4pm (1hr lunch) Buckeye Downtown	24 Financial Empowerment 10am - 4pm (1hr lunch) Buckeye Coyote
27 Financial Empowerment 9am - 4pm (1hr lunch) Avondale Financial Empowerment 10am - 4pm (1hr lunch) - Gila Bend	28 Financial Empowerment 9am - 4pm (1hr lunch) Surprise	29	30	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/ Buckeye: Juanaysa Ortiz Cell: 623-274-5095 Juanaysa.Ortiz@maricopa.gov
Surprise: Melinda Greenhouse Cell: 602-214-4587 Melinda.Greenhouse@maricopa.gov

Thank you!