



Career Center Workshop Schedules 2010

MARICOPA WORKFORCE CONNECTIONS - GILBERT
 735 NORTH GILBERT ROAD • SUITE #134 • GILBERT, AZ 85234 602.372.9700
 [SOUTHEAST CORNER OF GILBERT ROAD/GUADALUPE IN GILBERT TOWN SQUARE]

► WORKSHOP SCHEDULE EFFECTIVE: **JANUARY 4, 2010** ◀

		MONDAY	TUESDAY	WEDNESDAY	THURSDAY
Gilbert Center	Morning	<u>9:00-11:30</u> JOB CLUB <u>9:00-11:30</u> **BASIC COMPUTER CLASS (LIMITED TO 15 PARTICIPANTS) <u>11:30-12:30</u> WHERE THE JOBS ARE	<u>9:00-12:00</u> RESUME INSTRUCTION <u>11:30-12:30</u> WHERE THE JOBS ARE	<u>9:00 - 12:00</u> **CAREER ASSESSMENT AND EXPLORATION <u>9:00-11:30</u> BOOMERS & BEYOND: JOB CLUB (2 ND AND 4 TH WEDNESDAYS) <u>11:30-12:30</u> WHERE THE JOBS ARE	<u>9:00-12:00</u> RESUME INSTRUCTION <u>9:00-12:00</u> INTERVIEW TECHNIQUES
	Afternoon	<u>1:00-4:00</u> **JOB SEARCH IN THE 21ST CENTURY	<u>1:00-4:00</u> **RESUME WRITING LAB (BRING FLASH DRIVE) LIMITED TO PARTICIPANTS IN "RESUME INSTRUCTION" WORKSHOP <u>1:00-3:00</u> CAREER PATHWAYS (1 ST AND 4 TH TUESDAYS) PRESENTED BY MCCCD <u>3:00-4:00</u> FINANCIAL AID INFO. PRESENTED BY MCCCD	<u>1:00-4:00</u> INTERVIEW TECHNIQUES <u>1:00-4:00</u> **JOB SEARCH IN THE 21ST CENTURY	<u>1:00-4:00</u> **RESUME WRITING LAB (BRING FLASH DRIVE) (LIMITED TO PARTICIPANTS IN "RESUME INSTRUCTION" WORKSHOP)

MARICOPA WORKFORCE CONNECTIONS – WEST VALLEY
 1840 N. 95TH AVE., SUITE 160, PHOENIX AZ85037 602.372.4200

► WORKSHOP SCHEDULE EFFECTIVE: **JANUARY 4, 2010** ◀

		MONDAY	TUESDAY	WEDNESDAY	THURSDAY
West Valley Center	Morning	<u>9:00-11:30 Room 2</u> JOB CLUB <u>9-11:30 Room 4</u> **BASIC COMPUTER CLASS <u>11:30-12:30 Room 6</u> WHERE THE JOBS ARE	<u>9:00-12:00 Room 2</u> RESUME INSTRUCTION <u>11:30-12:30 Room 6</u> WHERE THE JOBS ARE	<u>9:00-12:00 Room 4</u> **CAREER ASSESSMENT AND EXPLORATION <u>9:00-11:30 Room 2</u> BOOMERS & BEYOND: JOB CLUB (2 ND AND 4 TH WEDNESDAYS) <u>11:30-12:30 Room 6</u> WHERE THE JOBS ARE	<u>9:00-12:00 Room 2</u> RESUME INSTRUCTION
	Afternoon	<u>1:00-4:00 Room 4</u> **JOB SEARCH IN THE 21ST CENTURY <u>1:00-3:00 Room 2</u> CAREER PATHWAYS (1 ST AND 4 TH MONDAYS) PRESENTED BY MCCCD <u>3:00-4:00 Room 2</u> FINANCIAL AID INFO. PRESENTED BY MCCCD	<u>1:00-4:00 Room 4</u> **RESUME WRITING LAB (BRING FLASH DRIVE) (LIMITED TO PARTICIPANTS IN "RESUME INSTRUCTION" WORKSHOP)	<u>1:00-4:00 Room 2</u> INTERVIEW TECHNIQUES <u>1:00-4:00 Room 4</u> **JOB SEARCH IN THE 21ST CENTURY	<u>1:00-4:00 Room 4</u> **RESUME WRITING LAB (BRING FLASH DRIVE) (LIMITED TO PARTICIPANTS IN "RESUME INSTRUCTION" WORKSHOP) <u>1:00-4:00 Room 2</u> INTERVIEW TECHNIQUES

****LIMITED TO 20 COMPUTERS: SIGN IN AT THE FRONT DESK ON THE DAY OF THE WORKSHOP**

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.