

PHXWorks

@ Ocotillo Library & Workforce Literacy Center

102 W. Southern Ave.

Free Workshops | January 2025

One-on-One Job Assistance

Get help with resume writing, internet job searching, online job applications, and more. Find support for your job search, career development goals, and path to becoming career-ready and part of the workforce.

2pm-5pm every Mon.-Fri.
11am-3pm Sat.

Meet a Career Advisor

Meet with a Career Advisor 1:1 to access ARIZONA@WORK services, explore career pathways, analyze labor market data, and take advantage of additional resources to enhance your job search success. Drop in!

Tues. 1pm-4pm and Fri. 9am-noon

Employment Resource Spotlight: St Mary's Food Bank Skills Center

Learn about programs that provide vocational training and certifications for Food Service or the Warehouse industry. Learn about the programs, ask questions, and get assistance with applying.

Wed. Jan. 8th, 1pm-2pm

Resume Basics

Learn what is expected in today's resumes and the best way to highlight your talents. Bring your work history information when you attend the class.

Thurs. Jan 9th, 11am-noon

Friendly House Workforce Assistance

Get 1:1 help from a Friendly House Resource Navigator to work on your resume or cover letter, internet job search or applications, and more. Assistance is offered in both English and Spanish.

Mon. Jan. 13th, 2pm-5pm

Crafting Your Brand: Personal Branding and Your Elevator Speech

Understand the power of personal branding in today's competitive landscape. Craft and deliver your elevator speech with confidence.

Presented In partnership with Goodwill of Central and Northern Arizona.

Wed. Jan. 22nd, 11am-noon

Employer Spotlight: United States Postal Service

Talk with employers and learn about USPS and current job openings or career opportunities at the drop-in event.

Wed. Jan. 22nd, 1pm-3pm

Create a Winning Resume

Learn insider tips and tricks on how to write an eye-catching, specific, accomplishment-based resume, and gain insights on cover letters and references.

Tues. Jan. 28th, 10:30am-12:30pm

Interview Skills for Success

Learn how to effectively prepare for an interview and answer questions like a pro as well as the best way to follow up post-interview.

Thurs. Jan. 30th, 10:30am-12:30pm



PhoenixPublicLibrary

PHXWorks

@ Ocotillo Library & Workforce Literacy Center
102 W. Southern Ave.

Clases de Computación

Conceptos Básicos de Computación: Ratón y Teclado

Primer martes del mes, 7 de Enero 11 am-12:30 pm

Gran parte de lo que hacemos se ha vuelto fuertemente basado en computadoras. Estas clases te ayudarán a prepararte para usar computadoras en tu vida diaria.

Conceptos Básicos de Computación: Word 1

Segundo martes del mes, 14 de Enero 11 am-12:30 pm

En el mundo de hoy, el manejo de herramientas de procesamiento de texto como Microsoft Word es esencial, ya sea para escribir cartas, preparar currículums o crear documentos importantes. Estas clases te ayudarán a dominar lo básico de Word, de manera que puedas aplicarlo en tu vida diaria o en el ámbito laboral.

Conceptos Básicos de Computación: Introducción a Internet

Tercer martes del mes, 21 de Enero 11 am-12:30 pm

Hoy en día, Internet es una herramienta fundamental para conectarse con el mundo: desde buscar información, comunicarse con amigos y familiares, realizar compras en línea, hasta encontrar oportunidades laborales. Esta clase te ayudará a entender y navegar por Internet de manera segura y efectiva, facilitando tu vida diaria y preparándote para el mercado laboral.

ESL Conversation Class

Starting January 17th, Fridays 3:45 pm—4:45 pm

Join us for an English conversation class. Practice speaking, listening, and conversation skills in a friendly environment. This is an open class. Each week is a different topic.

Practique habilidades para hablar, escuchar y conversar en un ambiente amigable. Esta es una clase abierta. Cada semana es un tema diferente.



PhoenixPublicLibrary