

CAREER CENTER WORKSHOP SCHEDULE

JULY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

All workshops are at
100 N. 15th Ave,
in Room 300

To Register Contact:

Lupita Castro
602-542-2733

careercenter@azdoa.gov

www.careercenter.az.gov

JULY

- 7/9 Resume Development @ 12:30 - 1:30 p.m.
- 7/11 Career Talk: Staying Motivated in Your Job @ 11:30 - 12:30 p.m.
- 7/14 Interviewing Best Practices @ 12:30 - 1:30 p.m.
- 7/21 Networking @ 11:30 - 12:30 p.m.
- 7/30 Making Satisfying Career Decisions @ 4:00 - 5:00 p.m.

AUGUST

- 8/4 Career Talk: Your Career & Your Manager @ 11:30 - 12:30 p.m.
- 8/14 Effective Career Goal Setting @ 11:30 - 12:30 p.m.
- 8/19 Career Trends @ 4:00 - 5:00 p.m.
- 8/28 Resume Development @ 11:30 - 12:30 p.m.

SEPTEMBER

- 9/5 Career Talk: Generations in the Workplace @ 11:30 - 12:30 p.m.
- 9/11 Identifying Your Uniqueness @ 11:30 - 12:30 p.m.
- 9/16 Interviewing Best Practices @ 11:30 - 12:30 p.m.
- 9/25 Networking @ 4:00 - 5:00 p.m.

Identifying Your Uniqueness

An interactive workshop designed to help you identify your strengths and accomplishments for resumes, interviews, career advancement, performance discussions, and much more!

Making Satisfying Career Decisions

Participants will receive a detailed report which includes information regarding career direction, interests and work satisfaction.

Effective Career Goal Setting

Learn the secrets of creating detailed and achievable career goals and objectives.

Resume Development

In this workshop you will understand the purpose, style, and various categories of resumes. Learn how to highlight your skills on a resume that will generate attention and results.

Interviewing Best Practices

A discussion of interview techniques, including: what to say, what to wear, and how to prepare yourself to ace your next interview.

Networking

Preparation and practice will help you develop the skills it takes to be effective at career networking opportunities. Learn how to showcase your strengths and get noticed in the workplace.

Career Trends

Trends, challenges, and opportunities within the State of Arizona

Career Talk Topics are lunchtime discussions where employees and the Career Center staff will share ideas and strategies. Bring your own lunch!

CAREER CENTER

JUST WHAT YOU NEED TO SUCCEED!

602-542-2733 / CAREERCENTER@AZDOA.GOV