

PhoenixWorks

@ Burton Barr Central Library

Job Skills Workshops | March 2017

March 1

Cloud Computing with Google Drive

11:15-12:45 PM, Computer Training Room-1st floor

What does it mean to store a file "in the cloud"? Learn the answer to that question and how to use Google Drive to share files and collaborate with others over the Internet. Prerequisites: Familiarity with the Internet, ability to use a word processor

March 2

Re-Entry Expo & Job Fair

Auditorium, Meeting Rm A & B, Computer Training Rm
The Re-Entry Job Fair is focused on assisting individuals who face barriers to employment.

March 8

Build Your Professional Brand with LinkedIn

11:00-3:00 PM, Phoenix Works Space- 2nd Floor

Would you like to stand out in the crowd of job seekers? Then put these free tools to work for you:

- Learn how to use LinkedIn as a job-search tool and to network with employers in your field
- Dress to impress and get a free headshot photograph for a more noticeable LinkedIn page
- Let a professional Goodwill career advisor review your resume for a competitive edge



St. Joseph the Worker's Mobile Success Unit

2:00-4:30 PM, Library Parking Lot- Eastside

St. Joseph the Worker visits the library on the second Wednesday of every month to provide tools for job seekers including a job search plan, transportation assistance, and financial assistance for work essentials.



Free Job Help from Arizona@Work

Tuesdays, 9:00-12:00 PM, Phoenix Works Space-2nd Fl.
Experts from Arizona@Work will be available to provide one-on-one assistance and answer your employment questions **every Tuesday from 9 AM-12 PM.**



More Programs on the Back

March 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			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	

Burton Barr Central Library | 1221 N. Central Ave.

For more information, visit phoenixpubliclibrary.org or call 602-262-4636 (for TTY dial 7-1-1).

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March 14

Restoration of Civil Rights and Set Aside Clinic

5:00-8:00 PM, Computer Training Room-1st floor

If you have an Arizona conviction on your criminal record, you may qualify to set aside your conviction and restore your civil rights. Attend a free presentation and clinic by Community Legal Services attorneys to help you remove barriers to employment, housing, voting, and more. Goodwill of Central Arizona and Child Support Services will also be onsite to provide resource information. For eligibility call 602-258-3434 or apply online: www.azlawhelp.org/accesstojustice

March 15

Navigate and Research Your Next Job

1:00- 4:00 PM, Computer Training Room- 1st Floor

AZ Job Connection is a free online job-matching system that provides easy-to-use tools that support a wide range of activities. In this workshop, you will learn how to use AZ Job Connection to find and research job opportunities.

March 15 & 29

Goodwill One-On-One Resume Critiques

11:00- 1:00 PM, Phoenix Works Space-2nd Floor

Meet one-on-one with a Goodwill of Central Arizona Trained Professional Resume Advisor who will provide feedback on your resume.



Job and Career Help for Veterans

Mondays, 9:00-11:00 AM, Phoenix Works Space- 2nd Fl.
A Veteran Workforce Specialist from DES will be available every Monday from 9-11 AM to provide job assistance to veterans. The service will include job searching, resume editing, referrals for retraining opportunities, and info for homeless veterans to obtain shelter.

March 16

Interview Skills for Success

1:00- 3:00 PM, Phoenix Works Space- 2nd Floor

Come and perfect your interview skills by learning helpful tips on interview preparation, non-verbal communication, how to answer interview questions with confidence, and creating a lasting impression with effective follow-up!

March 21 & 28

Interviewing for Success

11:00- 1:00 PM, Phoenix Works Space- 2nd Floor

This workshop will help job seekers develop effective techniques and skills in order to have a successful interview. Topics include preparing a self-introduction, the most common types of questions, professionalism, attitude, and more.



March 22

Universal Class for the Workforce

11:15- 12:45 PM, Computer Training Room, 1st Floor

Interested in training for a new career, advancing within your company, or learning new skills to stay competitive in the job market, Universal Class is the class for you. Learn how to use Universal Class to access over 500 free online courses. Prerequisite: ability to search the Internet

More on the Other Side!

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