



Take Charge of Your Future, Your Skills, and Your Money Now!
 City of Phoenix Career Workshops That Make A Difference



Date	Title	JUNE 2010	Time	Trainer	Location
7	<u>Making My Budget Work</u>		8:30 a.m. - 12:30 p.m.	Samuel Melvin	PCDT-101
<p>Have you ever tried living on a budget, but you just couldn't get it to work? Maybe you started out well but got sidetracked. Perhaps you're not good with numbers and things just never add up. Or, maybe you're like most of us and you just don't know where all your money is going. But you need every penny of it! In this class, you'll learn how to make <u>your</u> budget work. Budgets are unique and different for every person. We'll show you how to take the best strategies available and apply them to your own personal way of doing things. You'll leave this class with a better understanding of yourself, how you spend money, and the best ways to make your budget work.</p>					
7	<u>Mastering The Interview</u>		12:30 p.m. - 4:30 p.m.	Gary Recchion	National Bank of Arizona Corporate Center- Rm 1
<p>Anyone can become a skilled interviewee, with the right training and tools. We'll practice verbal/non-verbal communication techniques, interview dynamics, and how to respond to the tough S-T-A-R behavioral interview questions. You'll also learn the 4 key actions to "ace" any behavioral interview including: How to create rapport and chemistry; three "must" strategies to gain the edge, build confidence and prepare for the psychology of the interview process; how to sell your contributions to match the position requirements and build your value; one "prep" exercise that is guaranteed to give you the advantage over your competition.</p>					
7 8	<u>Refresh Renew, Rebound</u>		9:00 a.m. - 4:30 p.m.	Laurie Handlers Michele Younger	Gateway Community College MA1185
<p><i>This Is A 2-Day Workshop</i></p> <p>Have you recently been laid off from work? Facing and fearing the "bleak" job market? Are you confused about what it is you really want? If you feel stuck... this course is for you! In 2 power packed days you will focus on unleashing road blocks to your success and creating an impression that people remember and are drawn to. Strategies include: focusing on service first; how to use your network of friends and relatives to help you find leads; how you look – what to show up in when you are networking or interviewing and then what to say, and how to speak your intentions and be memorable wherever you go.</p>					

Space is limited to 25 attendees per workshop. These outstanding workshops are FREE and targeted specifically to the laid-off workforce. **NO RSVP, the workshops are first come first serve.** We reserve the right to change the workshop locations, check the Phoenix Workforce workshop calendar www.Phoenix.gov/PHXWC for the most current schedule. **Services funded by the American Recovery and Reinvestment Act through Phoenix Workforce Connection. Equal Opportunity Employer/Program. Auxiliary Aids and services are available upon request to individuals with disabilities please phone 602-262-6776/voice 602-534-5500/TTY. See last page for location information.**



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8	<u>You and Your Professional Presence: Developing Your Interpersonal Relationships</u>		9:00 a.m. - 4:00 p.m.	Kristi Staab	Gateway Community College MA1388
<p>This workshop series is designed to help you project confidence, competence and credibility in the workplace. By participating in this relevant, systematic training program you will achieve greater success in the workplace in less time by developing your self-understanding, promoting your professional development and preparing yourself for successful employment. During <i>Developing Your Interpersonal Relationships</i>, you will learn how to: 1) overcome the challenges of fitting-in in the workplace; 2) become an effective member of a working team; and, 3) develop good relationships with coworkers, supervisors and customers. Objectives include: identify the qualities and traits to be a success in the workplace, eliminate personal habits that may detract from your effectiveness in the workplace, relate to customers with the right attitude and appropriate verbal and non-verbal communication, recognize the traits of being a team player, get along with your supervisor.</p>					
8	<u>Personal Finance 101: Getting Financially Fit</u>		9:00 a.m.- 4:00 p.m.	Samuel Melvin	Gateway CC MA 2303
<p>Do you need a financial plan, but you just weren't sure where to start? You have financial goals and dreams: but how do you make them a reality? Have you ever left a financial advisor's office scratching your head in confusion? Whatever your goals are, this class is for you. You will learn all the components of a good financial plan including budgeting, credit & debt, estate planning, investments, and retirement. You'll leave this class with a greater understanding of your financial picture, and you'll have the tools necessary to put your financial plan in place.</p>					
9	<u>Job Search 2010</u>	(half-day)	9:00 p.m. - 12:00 p.m.	Diana Potapenko	Gateway CC MA 1100N
<p>Use the today's leading tools to power your job search via the internet. With so many job search websites out there, it can oftentimes be difficult and extremely time consuming to dig through all that virtual clutter. In this workshop, you will learn about the most reliable and useful websites to get the most out of your job search. We will explore effective ways to research the labor market, find accurate occupational, industry, and salary information, as well as ways you can market your skills on the internet by means of social networking.</p>					
9	<u>21st Century Resumes: Get Noticed!</u>	(half-day)	1:30 a.m. - 4:30 pm	Diana Potapenko	Gateway CC MA 1100N
<p>Has it been a while since you searched for a job? The economic downturn has given employers an upper hand in the labor market as the competition amongst job seekers continues to increase. So how do you get yourself and your resume noticed? This workshop will provide you with tips and guidelines to strengthen your opportunities to get your resume into the "INTERVIEW" pile.</p>					

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Date	Title	JUNE 2010	Time	Trainer	Location
9	<u>The Perfect Credit Score/The Road To Debt Freedom</u>		12:30 p.m.- 4:30 p.m.	Samuel Melvin	Gateway CC MA 2111
<p>In this class, you get two for one! During the first half, we show you how to become debt free and stay that way. It's easy getting into debt, but it's not so easy getting out! We'll show you how to get out. Bring a your list of debts and leave with a plan for getting out of debt that works best for you. During the second half, we teach you everything there is to know about your credit score. You'll learn how the bank and your creditors see you, the secrets that your creditors don't want you to know, how to recover your credit after a major financial setback, all while accomplishing your financial goals. Bad things happen to good people. We'll give you the tools to get your credit back on track, and get you out of debt.</p>					
10	<u>Keeping Your Head Up In Tough Times: Winning the Mental Game of Job Loss</u>		9:00a.m. - 1:00 p.m.	Jerry Jerome	Gateway Community College CC MA 2111
<p>This interesting and informative workshop will teach you essential tools and techniques for developing the mental strength you need to help you stay positive and productive throughout your career transition. You will learn quick and easy ways to handle setbacks as well as powerful practices for staying motivated while you find your next job.</p>					
10 11	<u>You & Your Future</u>	<i>This Is A 2-Day Workshop</i>	9:00 a.m. - 4:00 p.m.	Kristi Staab	North Phoenix Baptist A213 North Phoenix Baptist A212
<p>This 2-Day workshop is designed to assist you in refreshing and/or developing the career planning skills you need to keep a competitive edge in the labor market. You will learn how to take intentional steps towards your purpose, vision and goals in your career by remaining laser-focused and incorporating fundamental principles of success. You will learn how to position yourself to be highly productive for yourself and your career. You will also learn how to acknowledge the human side of the equation: your ego, emotions, feelings and strengths.</p>					

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Date	Title	JUNE 2010	Time	Trainer	Location
11	<u>Managing Personal Change</u>		12:30 p.m. - 4:30 p.m.	Gary Recchion	National Bank of Arizona Corporate Center- Rm 2

Can we thrive in a rapidly changing work/life environment; learn to turn adversity into an opportunity? This interactive workshop deals with what may be the single most important skill (and awareness) that determines our success in work and life, our ability to deal with and embracing today's crazy work and life changes. In this class you will learn to: 1) Recognize that our ability to effectively manage change is critical to personal/professional success. Enhance career/personal change management skills, attitude, awareness and coping strategies; better understand the three cycles or phases of changes, reflect on personal changes and how you're reacting to them. There are no right or wrong ways to react to change, but different perspectives. 2) Recognize the "Loss" and "Gain" associated with every change; understand the "Grief Cycle," and specific strategies to move to "Acceptance". 3) Learn strategies to be better able to "embrace" change in your work and life and avoid making career-damaging mistakes. Remember, we are in control of how we respond to change. Practice "imagining" the "New Beginning", and use this strategy to manage personal changes.

11	<u>Reality Finance 101: Surviving During Tough Times</u>		9:00 a.m. - 4:00 p.m.	Samuel Melvin	Matthew Henson Center
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We all know that times are tough; but without good financial guidance, times can be even tougher. Could you use more financial skills to help you make it during these tough times? Attend this class and learn how to address your most pressing financial concerns with information that makes sense and can immediately be put to use. Questions that can be answered include, "Do I keep the house, or let it go? How do I deal with my creditors? What options do I have available?" Explore a variety of ways to make tough financial decisions; how to establish financial priorities, what defensive measures you should take, creative budgeting techniques and strategies to stretch the dollar. Next, we will examine the "in's and out's" of several options including bankruptcy, foreclosure, debt negotiation, short sale, and debt management programs. You will begin the process of building a plan for your financial recovery.

12	<u>21st Century Resumes: Get Noticed!</u> (half-day)		9:00 a.m. - 12:00 a.m.	Diana Potapenko	CANCELLED
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Has it been a while since you searched for a job? The economic downturn has given employers an upper hand in the labor market as the competition amongst job seekers continues to increase. So how do you get yourself and your resume noticed? This workshop will provide you with tips and guidelines to strengthen your opportunities to get your resume into the "INTERVIEW" pile.

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12	<u>Job Search 2010</u>	<i>(half-day)</i>	1:30 p.m. - 4:30 p.m.	Diana Potapenko	CANCELLED
Use the today's leading tools to power your job search via the internet. With so many job search websites out there, it can oftentimes be difficult and extremely time consuming to dig through all that virtual clutter. In this workshop, you will learn about the most reliable and useful websites to get the most out of your job search. We will explore effective ways to research the labor market, find accurate occupational, industry, and salary information, as well as ways you can market your skills on the internet by means of social networking.					
14	<u>Making My Budget Work</u>		8:30 a.m. - 12:30 p.m.	Samuel Melvin	PCDT-101
Have you ever tried living on a budget, but you just couldn't get it to work? Maybe you started out well but got sidetracked. Perhaps you're not good with numbers and things just never add up. Or, maybe you're like most of us and you just don't know where all your money is going. But you need every penny of it! In this class, you'll learn how to make <u>your</u> budget work. Budgets are unique and different for every person. We'll show you how to take the best strategies available and apply them to your own personal way of doing things. You'll leave this class with a better understanding of yourself, how you spend money, and the best ways to make your budget work.					
14	<u>Coach Yourself To Success: Achieve Your Career and Life Goals</u>		9:00 a.m. - 4:30 p.m.	Jerry Jerome	National Bank of Arizona Corporate Center- Rm 2
What do most athletes, artists, executives, leaders and successful people from all areas of work have in common? They use coaches to help them achieve their goals and attain higher levels of performance than they could on their own. How about you? Could you use some coaching on your career and life goals? In this workshop you will learn strategies that coaches use that can help you identify and follow through on the career and life goals that matter most to you, including coaching suggestions for landing your next job.					
14	<u>You and Your Professional Presence</u>		9:00 a.m.- 4:00 p.m.	Kristi Staab	Gateway Community College MA1100N
15	<u>Polishing Your Communication Skills</u>		<i>This Is A 2-Day Workshop</i>		
This 2-Day workshop series is designed to help you project confidence, competence and credibility in the workplace. By participating in this relevant, systematic training program you will achieve greater success in the workplace in less time by developing your self-understanding, promoting your professional development and preparing you for successful employment. Good communication is essential in the workplace. In fact, communication is listed by many employers as the number one human relations skill needed on the job. During <i>Polishing Your Communication Skills</i> , you will learn how to: 1) communicate more effectively; 2) get your message across in conversation, discussion and group presentations; and, 3) resolve workplace conflict through communication. Objectives include: understand the Space is limited to 25 attendees per workshop. These outstanding workshops are FREE and targeted specifically to the laid-off workforce. NO RSVP, the workshops are first come first serve. We reserve the right to change the workshop locations, check the Phoenix Workforce workshop calendar www.Phoenix.gov/PHXWC for the most current schedule. Services funded by the American Recovery and Reinvestment Act through Phoenix Workforce Connection. Equal Opportunity Employer/Program. Auxiliary Aids and services are available upon request to individuals with disabilities please phone 602-262-6776/voice 602-534-5500/TTY. See last page for location information.					



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	communication process, identify barriers to communication, understand the components of good listening, identify the types and stages of conflict and identify positive way to deal with conflict.				
15	<u>Do You Speak the Language of Success?</u>		9:00 am – 4:00pm	Christine French Karen Thomas	North Phoenix Baptist Church A212
	In our daily interactions, we constantly reveal ourselves with our verbal style, body language, and facial expressions. Learn how to improve your opportunity to land the job with these valuable communication tools. In this workshop, we will learn the holistic communication process for a successful interview, how to positively influence the interviewers and hiring managers without saying a word, how to communicate so others will hear you, how to STOP making fatal mistake that will eliminate you from winning the job you want, and how to seal the deal with this important action.				
15	<u>Manage Your Employment Search</u>		9:00 a.m. - 12:00 p.m.	Teri Johnson	Gateway CC MA1100S
	This workshop is designed to help participants effectively navigate through unemployment and come out the other side more successful than before. Participants learn to maximize the job-search time and efforts, while exploring how to incorporate what they want personally into their career. What are your strengths and desires? Think "out of the box" on creating and earning income. Discussions include how to keep your attitude, appearance, mind and professional behavior sharp every day while you market yourself.				
15	<u>Captivating Strategies to Get Back to Work NOW!</u>		9:00 a.m. – 4:30 p.m.	Rockel Etienne	Matthew Henson Center
16	<i>This Is A 2-Day Workshop</i>				
	Learning how to focus on keeping a positive attitude during job search; is just one of the techniques you will learn in this progressive 2-Day Workshop. Become empowered with 'winning' perspectives and boost your job search and career planning strategies. Experience a variety of training topics which will be helpful to all work areas; featured key components include: self empowerment tools, resume building, effective communication skills, working well with a variety of generations, networking, and being productive in the workplace environment.				

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Date	Title	JUNE 2010	Time	Trainer	Location
15 16	<u>10 Success Strategies to Find the Right Work</u>		9:00 a.m. - 4:30 p.m. <i>This Is A 2-Day Workshop</i>	Gary Recchion	Gateway Community College MA1185
<p>In this 2-Day workshop, learn the key strategies to manage a successful career transition and job search through an accelerated training/coaching program that effectively guides individuals who have been impacted by organizational change and/or are exploring new career opportunities. Use "best practice" tools, assessments, resources and personal marketing and communications techniques to take ownership of your career direction, build value and rise above the competition. Receive the comprehensive "10 Success Strategies" workbook and exercises and learn key change strategies to turn adversity into an opportunity.</p>					
16	<u>Single Parents in Transition</u>		9:00 a.m. – 4 p.m.	Teri Johnson	North Phoenix Baptist A213
<p>Laid Off? Facing drastic changes in your life? Challenged with juggling your needs and caring for your children? Feeling the pressure of out of order finances and a lack of resources? Come join the discussion and learn strategies for coping through difficult times and keeping yourself and your children healthy, happy and safe.</p>					
16 17	<u>Social Networking: Linked In and Twitter</u>		9:00 a.m. - 4:30 p.m.	Jessica Pierce	Gateway CC MA2128
<p>Use social media tools to land your next career post. LinkedIn is a required career-landing tool. Showcase who you are and let hiring managers see it! Understand the hidden power of Twitter and how companies are using it to find candidates. If you are not using it, you are missing out on many great opportunities.</p>					
16 17	<u>You & Your Future</u>		9:00 a.m. - 4:30 p.m. <i>This Is A 2-Day Workshop</i>	Kristi Staab	Gateway Community College MA1100S
<p>This 2-Day workshop is designed to assist you in refreshing and/or developing the career planning skills you need to keep a competitive edge in the labor market. You will learn how to take intentional steps towards your purpose, vision and goals in your career by remaining laser-focused and incorporating fundamental principles of success. You will learn how to position yourself to be highly productive for yourself and your career. You will also learn how to acknowledge the human side of the equation: your ego, emotions, feelings and strengths.</p>					

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17	<u>21st Century Resumes: Get Noticed!</u>		9:00 a.m. - 12:30 a.m.	Diana Potapenko	Gateway CC MA1388
	Has it been a while since you searched for a job? The economic downturn has given employers an upper hand in the labor market as the competition amongst job seekers continues to increase. So how do you get yourself and your resume noticed? This workshop will provide you with tips and guidelines to strengthen your opportunities to get your resume into the "INTERVIEW" pile.				
17	<u>Job Search 2010</u>	<i>(half-day)</i>	1:30 p.m. - 5:00 p.m.	Diana Potapenko	Gateway CC MA1388
	Use the today's leading tools to power your job search via the internet. With so many job search websites out there, it can oftentimes be difficult and extremely time consuming to dig through all that virtual clutter. In this workshop, you will learn about the most reliable and useful websites to get the most out of your job search. We will explore effective ways to research the labor market, find accurate occupational, industry, and salary information, as well as ways you can market your skills on the internet by means of social networking.				
17	<u>Social Networking: Linked In and Twitter</u>		9:00 a.m. - 4:30 p.m.	Jessica Pierce	Gateway CC MA2114
	Use social media tools to land your next career post. LinkedIn is a required career-landing tool. Showcase who you are and let hiring managers see it! Understand the hidden power of Twitter and how companies are using it to find candidates. If you are not using it, you are missing out on many great opportunities.				
17	<u>Captivating Strategies to Get Back to Work NOW!</u>		9:00 a.m. - 4:30 p.m.	Rockel Etienne	National Bank of Arizona
18	<i>This Is A 2-Day Workshop</i>				Room 2
	Learning how to focus on keeping a positive attitude during job search; is just one of the techniques you will learn in this progressive 2-Day Workshop. Become empowered with 'winning' perspectives and boost your job search and career planning strategies. Experience a variety of training topics which will be helpful to all work areas; featured key components include: self empowerment tools, resume building, effective communication skills, working well with a variety of generations, networking, and being productive in the workplace environment.				
18	<u>Reality Finance 101: Surviving During Tough Times</u>		9:00 a.m. - 4:00 p.m.	Samuel Melvin	Matthew Henson Center

We all know that times are tough; but without good financial guidance, times can be even tougher. Could you use more financial skills to help you make it during these tough times? Attend this class and learn how to address your most pressing financial concerns with information that makes sense and can immediately be put

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					to use. Questions that can be answered include, "Do I keep the house, or let it go? How do I deal with my creditors? What options do I have available?" Explore a variety of ways to make tough financial decisions; how to establish financial priorities, what defensive measures you should take, creative budgeting techniques and strategies to stretch the dollar. Next, we will examine the "in's and out's "of several options including bankruptcy, foreclosure, debt negotiation, short sale, and debt management programs. You will begin the process of building a plan for your financial recovery.
18	<u>Renovate Your Leadership Style to Win that Position</u>		9:00a.m. to 4:00p.m.	Christine French Karen Thomas	North Phoenix Baptist Church A213
					Refresh your leadership knowledge and leverage it to stand above your competitors with confidence, competence and credibility during the hiring and selection process by applying the four secret tools. Gain essential skills and knowledge for success in today's business climate by: Expanding the global vision for successful leaders; Increasing organizational culture competence: identify, adapt, respond then thrive in your new work culture; Mastering the four innovative leadership principles; Identifying key leaders to influence your success in your new job; Engaging in mentoring process: share your knowledge and experience with a high potential junior employees; Working effectively with the multi-generations in the workplace; and Getting I+C+E=D! Learning the sustainable employee engagement formula.
19	<u>Job Search 2010</u>	(half-day)	9:00 p.m. - 12:00 p.m.	Diana Potapenko	Matthew Henson Center
					Use the today's leading tools to power your job search via the internet. With so many job search websites out there, it can oftentimes be difficult and extremely time consuming to dig through all that virtual clutter. In this workshop, you will learn about the most reliable and useful websites to get the most out of your job search. We will explore effective ways to research the labor market, find accurate occupational, industry, and salary information, as well as ways you can market your skills on the internet by means of social networking.
19	<u>21st Century Resumes: Get Noticed!</u>	(half-day)	1:30 a.m. - 4:30 pm	Diana Potapenko	Matthew Henson Center
					Has it been a while since you searched for a job? The economic downturn has given employers an upper hand in the labor market as the competition amongst job seekers continues to increase. So how do you get yourself and your resume noticed? This workshop will provide you with tips and guidelines to strengthen your opportunities to get your resume into the "INTERVIEW" pile.

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21	<u>Making My Budget Work</u>		8:30 a.m. - 12:30 p.m.	Samuel Melvin	PCDT-101
<p>Have you ever tried living on a budget, but you just couldn't get it to work? Maybe you started out well but got sidetracked. Perhaps you're not good with numbers and things just never add up. Or, maybe you're like most of us and you just don't know where all your money is going. But you need every penny of it! In this class, you'll learn how to make <u>your</u> budget work. Budgets are unique and different for every person. We'll show you how to take the best strategies available and apply them to your own personal way of doing things. You'll leave this class with a better understanding of yourself, how you spend money, and the best ways to make your budget work.</p>					
21	<u>The Power of Networking</u>		12:00 a.m. - 4:00 p.m.	Gary Recchion	PCDT-104
<p>In today's business climate, networking smart, developing and maintaining a personal and professional network, and building relationships is key to personal and organizational success. Technical skills aren't enough. Individual career success depends more on "relationship" skills, building your business/personal network. Understand the "Knowledge Network" concept, and learn specific strategies/actions to develop a strong, diverse network. Practice skills to evaluate, improve and manage the individual's present personal and professional network, "Up/Down and Sideways". Know 7 network meeting agenda and preparation strategies; improve networking/relationship building skills, crucial to personal/professional success.</p>					
21	<u>Discover Your Career Gifts</u>		9:00 a.m. - 4:30 p.m.	Jessica Pierce	Gateway Community College MA 1100S
22	<i>This Is A 2-Day Workshop</i>				
<p>This 2-Day workshop will re-energize your career as you participate in interactive exercises that identify your workplace strengths and values. You will take an assessment that will identify your strengths and your value to an organization – this will show why you are a good fit for the company. You will create a unique resume that will get you noticed and emphasize your career goals and achievements. You will develop your interviewing skills so you are prepared to answer any question that is thrown your way. You will walk out of this workshop with the skills, knowledge and attitude to land tomorrow's career TODAY!</p>					
22	<u>Entrepreneurial Options</u>		9:00 a.m. - 4:00 p.m.	Teri Johnson	Gateway CC MA1100N
<p>This workshop is designed to help participants discern if creating their own business is the right option for them. Assess your skills, desires, fortitude and develop the quality of life you choose. Learn what it takes to start a business. Whether you are 100% in today or if want to get started while you search for a job, this program will walk you through the steps necessary to put you on track to becoming a business owner.</p>					

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Date	Title	JUNE 2010	Time	Trainer	Location
22	<u>Personal Finance 101: Getting Financially Fit</u>		9:00 a.m.- 4:00 p.m.	Samuel Melvin	North Phoenix Baptist A213
	Do you need a financial plan, but you just weren't sure where to start? You have financial goals and dreams: but how do you make them a reality? Have you ever left a financial advisor's office scratching your head in confusion? Whatever your goals are, this class is for you. You will learn all the components of a good financial plan including budgeting, credit & debt, estate planning, investments, and retirement. You'll leave this class with a greater understanding of your financial picture, and you'll have the tools necessary to put your financial plan in place.				
22	<u>Captivating Strategies to Get Back to Work NOW!</u>		9:00 a.m. – 4:30 p.m.	Rockel Etienne	Gateway Community College MA 2218
23	<i>This Is A 2-Day Workshop</i>				
	Learning how to focus on keeping a positive attitude during job search; is just one of the techniques you will learn in this progressive 2-Day Workshop. Become empowered with 'winning' perspectives and boost your job search and career planning strategies. Experience a variety of training topics which will be helpful to all work areas; featured key components include: self empowerment tools, resume building, effective communication skills, working well with a variety of generations, networking, and being productive in the workplace environment.				
23	<u>21st Century Resumes: Get Noticed!</u>	<i>(half-day)</i>	9:00 a.m. - 12:30 pm	Diana Potapenko	Matthew Henson Center
	Has it been a while since you searched for a job? The economic downturn has given employers an upper hand in the labor market as the competition amongst job seekers continues to increase. So how do you get yourself and your resume noticed? This workshop will provide you with tips and guidelines to strengthen your opportunities to get your resume into the "INTERVIEW" pile.				
23	<u>Job Search 2010</u>	<i>(half-day)</i>	1:30 p.m. - 5:00 p.m.	Diana Potapenko	Matthew Henson Center
	Use the today's leading tools to power your job search via the internet. With so many job search websites out there, it can oftentimes be difficult and extremely time consuming to dig through all that virtual clutter. In this workshop, you will learn about the most reliable and useful websites to get the most out of your job search. We will explore effective ways to research the labor market, find accurate occupational, industry, and salary information, as well as ways you can market your skills on the internet by means of social networking.				

Space is limited to 25 attendees per workshop. These outstanding workshops are FREE and targeted specifically to the laid-off workforce. **NO RSVP, the workshops are first come first serve.** We reserve the right to change the workshop locations, check the Phoenix Workforce workshop calendar www.Phoenix.gov/PHXWC for the most current schedule. **Services funded by the American Recovery and Reinvestment Act through Phoenix Workforce Connection. Equal Opportunity Employer/Program. Auxiliary Aids and services are available upon request to individuals with disabilities please phone 602-262-6776/voice 602-534-5500/TTY. See last page for location information.**



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Date	Title	JUNE 2010	Time	Trainer	Location
23	<u>Interactive Networking Elevator Speech</u>		9:00 a.m. - 4:00 p.m.	Jessica Pierce	Gateway CC MA1100N
<p>Have you ever wondered why networking works or how to use it to make it work for you? Networking is an interactive process. As a result, it is crucial that job seekers are fully involved in the process, gain the knowledge of how to network, and develop the courage to do it. You will leave this workshop with a renewed sense of networking and the knowledge to use it to land your new career.</p>					
23	<u>The Perfect Credit Score/The Road To Debt Freedom</u>		12:00 p.m.- 5:00 p.m.	Samuel Melvin	Gateway CC MA1100S
<p>In this class, you get two for one! During the first half, we show you how to become debt free and stay that way. It's easy getting into debt, but it's not so easy getting out! We'll show you how to get out. Bring a your list of debts and leave with a plan for getting out of debt that works best for you. During the second half, we teach you everything there is to know about your credit score. You'll learn how the bank and your creditors see you, the secrets that your creditors don't want you to know, how to recover your credit after a major financial setback, all while accomplishing your financial goals. Bad things happen to good people. We'll give you the tools to get your credit back on track, and get you out of debt.</p>					
25	<u>Managing Personal Change</u>		12:30 p.m. - 4:30 p.m.	Gary Recchion	National Bank of Arizona Rm 1
<p>Can we thrive in a rapidly changing work/life environment; learn to turn adversity into an opportunity? This interactive workshop deals with what may be the single most important skill (and awareness) that determines our success in work and life, our ability to deal with and embracing today's crazy work and life changes. In this class you will learn to: 1) Recognize that our ability to effectively manage change is critical to personal/professional success. Enhance career/personal change management skills, attitude, awareness and coping strategies; better understand the three cycles or phases of changes, reflect on personal changes and how you're reacting to them. There are no right or wrong ways to react to change, but different perspectives. 2) Recognize the "Loss" and "Gain" associated with every change; understand the "Grief Cycle," and specific strategies to move to "Acceptance". 3) Learn strategies to be better able to "embrace" change in your work and life and avoid making career-damaging mistakes. Remember, we are in control of how we respond to change. Practice "imagining" the "New Beginning", and use this strategy to manage personal changes.</p>					

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Date	Title	JUNE 2010	Time	Trainer	Location
26	<u>21st Century Resumes: Get Noticed!</u> (half-day)		9:00 a.m. - 12:30 pm	Diana Potapenko	Station #30
<p>Has it been a while since you searched for a job? The economic downturn has given employers an upper hand in the labor market as the competition amongst job seekers continues to increase. So how do you get yourself and your resume noticed? This workshop will provide you with tips and guidelines to strengthen your opportunities to get your resume into the "INTERVIEW" pile.</p>					
26	<u>Job Search 2010</u> (half-day)		1:30 p.m. - 5:00 p.m.	Diana Potapenko	Station #30
<p>Use the today's leading tools to power your job search via the internet. With so many job search websites out there, it can oftentimes be difficult and extremely time consuming to dig through all that virtual clutter. In this workshop, you will learn about the most reliable and useful websites to get the most out of your job search. We will explore effective ways to research the labor market, find accurate occupational, industry, and salary information, as well as ways you can market your skills on the internet by means of social networking.</p>					
28	<u>The Winner's Spirit</u>	NEW!	8:30 p.m. - 12:30 p.m.	Christine French Karen Thomas	PCDT-104
<p>YOU are a WINNER! Yes YOU! All the happenings in the world around us these days have created confusion. Many of us feel like we are driving in a dust storm. It's hard to see where we are, who we are, where we are going, and especially to remember that we are WINNERS. It's time to take a break, to get out of the storm, to regain our perspective and refocus on the WINNER that we are. In this workshop, we will "weed-out" self-defeated behavior, "re-identify" the characteristics of a WINNER and create an action plan to recapture the essence of the WINNERS that we are!</p>					
28	<u>Making My Budget Work</u>		8:30 a.m. - 12:30 p.m.	Samuel Melvin	CANCELLED
<p>Have you ever tried living on a budget, but you just couldn't get it to work? Maybe you started out well but got sidetracked. Perhaps you're not good with numbers and things just never add up. Or, maybe you're like most of us and you just don't know where all your money is going. But you need every penny of it! In this class, you'll learn how to make <u>your</u> budget work. Budgets are unique and different for every person. We'll show you how to take the best strategies available and apply them to your own personal way of doing things. You'll leave this class with a better understanding of yourself, how you spend money, and the best ways to make your budget work.</p>					

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Date	Title	JUNE 2010	Time	Trainer	Location
28	<u>You Inc. Market and Brand Your Greatest Asset</u>		9:00 a.m. - 4:00 p.m.	Gary Recchion	North Phoenix Baptist A213

In this job market you, must have a plan of attack to land your next great career. This workshop will help attendees understand the major components of job marketing: marketing plan, industry and company research, market research and the marketing mix. Attendees will leave this workshop with a written strategic marketing plan, updated 30 second marketing pitch and a renewed spirit for selling during the job search process.

28	<u>Promotable You</u>		9:00 a.m. - 4:00 p.m.	Jan Northup	Gateway CC MA1100N
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Explore the factors that have made the difference in the lives of successful people. Participants will have the opportunity to develop behavioral skills in the areas of positive attitudes, communications, goal setting, balancing career and home, stress management and gaining professional acceptance. Expanding these skills will make individuals a valuable asset when transitioning into new jobs and new technologies.

29	<u>Personal Finance 101: Getting Financially Fit</u>		9:00 a.m.- 4:00 p.m.	Samuel Melvin	Gateway CC MA1388
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Do you need a financial plan, but you just weren't sure where to start? You have financial goals and dreams: but how do you make them a reality? Have you ever left a financial advisor's office scratching your head in confusion? Whatever your goals are, this class is for you. You will learn all the components of a good financial plan including budgeting, credit & debt, estate planning, investments, and retirement. You'll leave this class with a greater understanding of your financial picture, and you'll have the tools necessary to put your financial plan in place.

29	<u>Social Networking: Linked In and Twitter</u>		9:00 a.m. - 4:30 p.m.	Diana Potapenko	Gateway CC MA2114
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Use social media tools to land your next career post. LinkedIn is a required career-landing tool. Showcase who you are and let hiring managers see it! Understand the hidden power of Twitter and how companies are using it to find candidates. If you are not using it, you are missing out on many great opportunities.

29	<u>You & Your Future</u>		9:00 a.m. - 4:30 p.m.	Gary Recchion	Gateway Community College MA 2111
30	<u>10 Success Strategies to Find the Right Work</u>		<i>This Is A 2-Day Workshop</i>		

This 2-Day Workshop is designed to assist you in refreshing and/or developing the career planning skills you need to keep a competitive edge in the labor market. You will learn how to take intentional steps towards your purpose, vision and goals in your career by remaining laser-focused and incorporating fundamental

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principles of success. You will learn how to position yourself to be highly productive for yourself and your career. You will also learn how to acknowledge the human side of the equation: your ego, emotions, feelings and strengths.

30 The Perfect Credit Score/The Road To Debt Freedom 12:00 p.m.- 4:00 p.m. Samuel Melvin Gateway CC MA1228

In this class, you get two for one! During the first half, we show you how to become debt free and stay that way. It's easy getting into debt, but it's not so easy getting out! We'll show you how to get out. Bring a your list of debts and leave with a plan for getting out of debt that works best for you. During the second half, we teach you everything there is to know about your credit score. You'll learn how the bank and your creditors see you, the secrets that your creditors don't want you to know, how to recover your credit after a major financial setback, all while accomplishing your financial goals. Bad things happen to good people. We'll give you the tools to get your credit back on track, and get you out of debt.

30 21st Century Resumes: Get Noticed! (half-day) 9:00 a.m. - 12:00 pm Diana Potapenko North Phoenix Baptist A213

Has it been a while since you searched for a job? The economic downturn has given employers an upper hand in the labor market as the competition amongst job seekers continues to increase. So how do you get yourself and your resume noticed? This workshop will provide you with tips and guidelines to strengthen your opportunities to get your resume into the "INTERVIEW" pile.

30 Job Search 2010 (half-day) 1:00 p.m. - 4:00 p.m. Diana Potapenko North Phoenix Baptist A213

Use the today's leading tools to power your job search via the internet. With so many job search websites out there, it can oftentimes be difficult and extremely time consuming to dig through all that virtual clutter. In this workshop, you will learn about the most reliable and useful websites to get the most out of your job search. We will explore effective ways to research the labor market, find accurate occupational, industry, and salary information, as well as ways you can market your skills on the internet by means of social networking.

30 Working In the Midst of the Generation Gaps 9:00a.m. - 12:30 p.m. Christine French Karen Thomas North Phoenix Baptist A212

Attention Boomers, Third-Agers and Older Workers, do not feel disheartened in your quest to land that new career. Companies are hiring for all age ranges, and that includes your age range. There are many resources out there to help you. Learn how to work through the potential age discrimination issues, keep a positive attitude and land in a career you love. You will leave this workshop with an understanding of how to use your age as a positive aspect during your job search.

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Date Title JUNE 2010 Time Trainer Location

JUNE 2010

Career Workshop Locations

Fire Station # 30 Community Room (27th Avenue and Glendale) 2701 W. Belmont Avenue,
 Phoenix, AZ 85051-6617

Gateway Community College 108 N. 40th St., Phoenix, AZ 85034

Matthew Henson Center 1150 S. 7th Avenue, Phoenix, Arizona, 85007

**National Bank of Arizona
 Conference Center** 6001 N. 24th Street, Phoenix, AZ 85016

North Phoenix Baptist Church 5757 North Central Avenue, Phoenix, AZ 85012-1397 Room A213 or A212

**Phoenix College Downtown Campus
 PCDT** 640 North First Avenue, Phoenix, AZ 85025

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