

Take Charge of Your Future, Your Skills, and Your Money Now!



City of Phoenix
Community and Economic Development Department
Human Resources Department

Offered one time only - Sign up today!

You and Your Future = It Starts NOW! (Two-Day Workshop)

Class			
No.	Date	Time	Location
1	Mon. 3/8 & Tues 3/9	9 am-4:30 pm	PC
2	Thurs. 3/25 & Fri. 3/26	9 am-4:30 pm	HR Bldg
3	Mon. 3/29 & Tues. 3/30	9 am-4:30 pm	HR Bldg

This 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, visions, and goals in your career by remaining laser-focused and incorporating fundamental principles of success. You will also learn how to position yourself to be highly productive for yourself and your career, and acknowledge the human side of the equation: your ego, emotions, feelings and strengths.

Manage Your Finances During Difficult Times

Class			
No.	Date	Time	Location
1	Fri. 3/12	8:30 am-12:30 pm	PC
2	Fri. 3/26	8:30 am-12:30 pm	HR Bldg
3	Fri. 4/2	8:30 am-12:30 pm	HR Bldg

If you are worried about your finances and want to take greater control of your money, then this workshop is for you. You will learn how to make tough financial decisions, stretch every dollar using real-life methods, and budget creatively! You will also have questions answered such as: What do I do now that I am upside down on my mortgage? What do I do with all these credit cards? I have no savings - now what? What is the best thing to do with the money that I have left?

Discover Your Career Strengths and Develop Your Own Unique Brand (Two-Day Workshop)

Class			
No.	Date	Time	Location
1	Wed. 3/10 & Thurs. 3/11	9 am-4:30 pm	PC
2	Mon. 3/22 & Tues. 3/23	9 am-4:30 pm	TLW
3	Thurs. 4/1 & Fri. 4/2	9 am-4:30 pm	HR Bldg

This workshop will reenergize your career as you participate in interactive exercises that will identify your workplace strengths and values. You will establish a 10-step plan by creating a career blueprint based on the results of a career assessment you take in the class. You will create a cover letter and resume that targets your employment and career goals that highlights your career achievements. And, you will top off this exercise by preparing a 60-second introduction while practicing your 'sales pitch' in a mock interview.

Please RSVP at
onestop@phoenix.gov
**by providing the name of the
class and the dates you will
attend. Confirmation of your at-
tendance will be sent within 24
hours.**

Locations:

- TLW** - Travis L. Williams Family Service Center
4732 South Central Avenue, Phoenix, AZ 85040
HR Bldg - City of Phoenix Personnel Building
135 North 2nd Avenue, Phoenix, AZ 85003
PC - Phoenix College Downtown Campus
640 North First Avenue, Phoenix, AZ 85025

**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.**

