

APRIL 2017 General Workshops

| Monday | Tuesday | Wednesday | Thursday | Friday |
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| 3 Resumes Part I 10:00-12:00 | 4 Discovering A/D Works! 10:00-12:00 Resumes Part II 2:00-4:00 | 5 LinkedIn 10:00-12:00 Interviewing Part I 1:30-3:30 | 6 Interviewing Part II 9:00-12:00 Discovering A/D Works! 1:00-3:00 Experienced Professional 1:30-3:30 | 7 |
| 10 Salary Negotiations 10:00-11:30 LinkedIn 1:00-3:00 | 11 Discovering A/D Works! 10:00-12:00 Interviewing Part I 2:00-4:00 | 12 Interviewing Part II 1:00-4:00 | 13 Resumes Part I 9:00-11:00 Discovering A/D Works! 1:00-3:00 Career Kick Start 3:00-4:00 | 14 Resumes Part II 1:00-3:00 |
| 17 LinkedIn 10:00-12:00 Interviewing Part I 2:00-4:00 | 18 Discovering A/D Works! 10:00-12:00 Interviewing Part II 1:00-4:00 | 19 Resumes Part I 10:00-12:00 Virtual Resume 1:30-2:30 | 20 True Colors 9:00-11:00 Discovering A/D Works! 1:00-3:00 Resume Part II 1:30-3:30 | 21 Experienced Professional 10:00-12:00 LinkedIn with Headshots 11:00-1:00 |
| 24 Networking 10:00-12:00 Federal Jobs I 2:30-4:30 | 25 Discovering A/D Works! 10:00-12:00 Career Kick Start 1:30-2:30 Federal Jobs II 2:30-4:30 | 26 LinkedIn 11:00-1:00 Resumes Part I 2:00-4:00 | 27 Interviewing Part I 9:00-11:00 Discovering A/D Works! 1:00-3:00 Resume Part II 2:00-4:00 | 28 Interviewing Part II 9:00-12:00 LinkedIn with Headshots 11:00-1:00 |

Main office: 6974 S. Lima Street **Phone:** 303.636.1160
Aurora office: 15400 E. 14th Place **Phone:** 303.636.2014
 To pre-register, please visit www.adworks.org
 *Go to the **Upcoming Events** Tab



DISCOVERING ARAPAHOE/DOUGLAS WORKS!

will explore the programs, services and workshops offered at Arapahoe/ Douglas Works! Information regarding UI Job contact requirements will also be provided.

JOB SEARCH FOR THE EXPERIENCED PROFESSIONAL

will examine the four generations currently in our workforce, what makes them unique and how to leverage the strengths of each group.

INTERVIEWING PART 1 will prepare you with proven practices to be your best when the door closes and the interview begins. After attending Part 1, you can attend Part 2 to practice the techniques you learn.

INTERVIEWING PART 2 will allow you to practice the techniques you learned in Interviewing Part 1 in a comfortable environment. **Interviewing Part 1 is required prior to attending Part 2.**

LINKEDIN is designed to give you the tips and tricks needed to use LinkedIn successfully for job search. You will learn security and privacy settings to make your social media experience more comfortable.

NETWORKING will show you the importance and value of traditional networking throughout your career, you will develop and practice your 30 second elevator speech, be provided with tools and techniques on how to develop and maintain a professional network.

CAREER KICK START reviews the tools and competencies necessary to conduct a successful job search in the 21st century.

RESUMES PART 1 will teach you the basic concepts of the modern resume including format, content, style and why they're still so important.

RESUMES PART 2 will allow you to critique others' resumes and have yours critiqued. Time will be available to implement some of the changes and to share ideas with other attendees. **Resumes Part 1 is required prior to attending Part 2.**

SALARY NEGOTIATIONS will provide you with the fundamentals of mastering this powerful skill. Come learn the tools and techniques to communicate your value to your future employer.

VIRTUAL RESUME will introduce you to a new kind of resume that can be utilized to show your skills and accomplishments in a visual format. Technology is changing the way we think about job search. Sometimes a paper resume just won't make the cut.

FEDERAL JOBS PART 1 provides participants with guidance on applying for Federal jobs. Come learn the insider's tips on setting up a profile on usajobs.gov and marketing your unique knowledge, skills, and abilities (KSAs).

FEDERAL JOBS PART 2 provides participants with tips on what to include on a federal resume and reviews the resume builder feature on usajobs.gov **Federal Jobs Part 1 is required prior to attending Part 2.**

TRUE COLORS is proven to foster better communication and understanding, leading to stronger relationships in and out of the office.



Throughout this engaging workshop everyone will be trained and provided practical tools to become an employee companies will fight for.

MOCK INTERVIEWS can be set up by request 24 hours in advance with a Career Advisor towards a real job interview