

DECEMBER 2017 General Workshops

Monday	Tuesday	Wednesday	Thursday	Friday
				1 Experienced Professional 10 - 12
4 LinkedIn 10 - 12 Networking 1 - 3	5 Interviewing - I 10 - 12 Discovering ADW! 1 - 3	6 Interviewing - II 9 - 12 Career Kick Start 2:30 - 3:30	7 Discovering ADW! 9 - 11 Resumes - I 10 - 12	8 Resumes - II 2 - 4
11 Interviewing - I 9:30 - 11:30 Salary Negotiation 12 - 1:30 Experienced Professional 2 - 4	12 Interviewing - II 9 - 12 Discovering ADW! 1 - 3	13 Career Kick Start 10 - 11 Resumes - I 2 - 4	14 Discovering ADW! 9 - 11 True Colors 1 - 4 Resumes - II 2 - 4	15 Emotional Intelligence 10 - 12
18 Pursuing Your Passion 10 - 12 LinkedIn 1:30 - 3:30	19 Resumes - I 10 - 12 Discovering ADW! 1 - 3 Networking 2 - 4	20 Resumes - II 10 - 12 Interviewing - I 1:30 - 3:30	21 Discovering ADW! 9 - 11 Career Kick Start 11 - 12 Interviewing - II 1 - 4	22 Salary Negotiation 10 - 11 Emotional Intelligence 1:30 - 3:30
25 Closed Christmas Day	26 Discovering ADW! 1 - 3	27 Interviewing - I 10 - 12	28 Discovering ADW! 9 - 11 Interviewing - II 8:30 - 11:30 Resumes - I 1:30 - 3:30	29 Resumes - II 2 - 4

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

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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.

Emotional intelligence or "EQ" is one of the greatest predictors of workplace success, and unlike IQ, it can be developed and improved with practice. In this workshop, you'll learn just how important EQ is, in what ways it impacts your job search, and how to improve your own with simple to learn strategies.

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 This workshop looks at the preparation required before an interview and will give insight into what happens in different types of interviews including panel, and telephone. This workshop is presented by experienced Career Services Advisors who can provide information learned from working with recruiters

INTERVIEWING PART 2 A valuable opportunity to practice interview questions with your fellow peers, and the workshop Career Services Advisors. Customers who have previously attended **Interview I** will gain insight into their own interviewing skills and get the most value from this workshop. **Interviewing Part 1 is required prior to attending Part 2.**

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

NETWORKING Your handshake is the most powerful tool in your job search! This workshop will show you the importance and value of traditional networking throughout your career, and provide you with tips and techniques to open new doors. You will have an opportunity to develop and practice your 30 second elevator speech, think about who you currently know, and brainstorm creative ways to build up your network.

PURSUE YOUR PASSION Discover. Plan. Create. Repeat! When you enjoy your job you enjoy your life, and this workshop will help you creating effective goals, make detailed plans to achieve them, and talk about the hard work it will take to get there.

RESUMES PART 1 This workshop will provide a framework for creating an effective resume or improving the one you already have. You will learn to list the essential information you need to develop a great resume in a competitive job environment.

RESUMES PART 2 Each resume will be reviewed by a Career Services Advisor and other classmates in a group setting offering tips and advice on layout, content, headings and formatting. **Resumes Part 1 is required prior to attending Part 2.**

SALARY NEGOTIATIONS Salary negotiation is an important component in increasing your salary earnings when landing a new position, getting promoted, or after a performance review. Most employers are willing to negotiate salaries but most candidates will not make an effort.

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.



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

MOCK INTERVIEWS can be set up by request 24 hours in advance with a Career Advisor towards a real job interview. **Having attended Interviewing Part 1 & Part 2 is a prerequisite.**