

# February 2018

# Generations at Work



Monday	Tuesday	Wednesday	Thursday	Friday
			1 Resource Center 7:30 a.m to 3:30 p.m. <b>1:1 Computer Assistance</b> 9:00 a.m. to 11:00 a.m	2 <b>Job Club</b> <b>What are Hiring Mangers Looking for in an Applicant?</b> 9:00 a.m. to 11:00 a.m. <b>1:1 Computer Assistance</b> 1:00 p.m. - 3:00 p.m
5 Resource Center Services 7:30 a.m to 3:30 p.m.	6 Resource Center 7:30 a.m. to 3:30 p.m. <b>1:1 Computer Assistance</b> 9:00 a.m. to 11:00 a.m. <b>Self Directed Search</b> 1:00 p.m. to 3:00 p.m.	7 Resource Center Services 9:00 a.m. to 11:00 a.m <b>Job Search Navigation</b> 1:00 p.m. to 3:00 p.m	8 Resource Center 7:30 a.m. to 3:30 p.m. <b>1:1 Computer Assistance</b> 9:00 a.m. to 11:00 a.m <b>7 Smart Strategies for 50+ Jobseekers</b>	9 <b>Job Club</b> <b>Surviving the Online Application Process</b> 9:00 a.m. to 11:00 a.m. <b>1:1 Computer Assistance</b> 1:00 p.m. - 3:00 p.m
12 Resource Center Services 7:30 a.m to 3:30 p.m.	13 Resource Center 7:30a.m. to 3:30 p.m. 1:1 Computer Assistance 9:00 a.m. to 11:00 a.m. <b>Self Directed Search</b> 1:00 p.m. to 3:00 p.m.	14 <b>Workshop</b> <b>Surviving a Layoff</b> 9:00 a.m. to 11:00 a.m. <b>Job Search Navigation</b> 1:00 p.m. to 3:00 p.m.	15 Resource Center 7:30 a.m to 3:30 p.m. <b>1:1 Computer Assistance</b> 9:00 a.m. to 11:00 a.m	16 <b>Job Club</b> <b>Strategies for Job Search Success</b> 9:00 a.m. to 11:00 a.m. <b>1:1 Computer Assistance</b> 1:00 p.m. - 3:00 p.m
19 <b>Holiday</b>	20 Resource Center 7:30 a.m. to 3:30 p.m. <b>1:1 Computer Assistance</b> 9:00 a.m. to 11:00 a.m. <b>Self Directed Search</b> 1:00 p.m. to 3:00 p.m.	21 Resource Center Services 7:30 a.m to 3:30 p.m. <b>Job Search Navigation</b> 1:00 p.m. to 3:00 p.m	22 Resource Services 7:30 a.m to 3:30 p.m. <b>1:1 Computer Assistance</b> 1:00 p.m. - 3:00 p.m	23 <b>Generations Job Club</b> <b>COLORS</b> 9:00 a.m. to 12:00 p.m. <b>1:1 Computer Assistance</b> 1:00 p.m. - 3:00 p.m
26 Resource Center Services 7:30 a.m to 3:30 p.m.	27 Resource Center 7:30 a.m. to 3:30 p.m. <b>1:1 Computer Assistance</b> 9:00 a.m. to 11:00 a.m. <b>Self Directed Search</b> 1:00 p.m. to 3:00 p.m.	28 <b>Workshop</b> <b>Surviving a Layoff</b> 9:00 a.m. to 11:00 a.m. <b>Job Search Navigation</b> 1:00 p.m. to 3:00 p.m.		



**Job Club!** Our Generations@Work Job Club presents guest speakers leading insightful discussions on how to secure your next position, and how to keep it. Get together with other career seekers to pick up fresh ideas and resources for your successful job search, and have fun! Some say being over 40 as a barrier to employment. We are here to challenge that!

**What are Hiring Managers Looking for in an Applicant?**

Dan Kastanek, Owner of Express employment Professionals, here in Centennial, will be discussing what expectations hiring managers have for potential candidates. And discussing positions at Express employment Professionals.

**Surviving the online application process!** Arapahoe County Sheriff's Office HR Business Partner will be talking us through the application process. Providing strategies to complete your online application successfully!

**Strategies for Job Search Success!** Be Prepared! Covering your Basic Job Search Skill Set: resume writing, social media, interviewing techniques and an elevator speech geared for those of us over 40.

**True Colors!** Proven to foster better communication and understanding for stronger relationships in and out of the office. Building on the fundamental applications of Keirse's work, Don Lowry created True Colors personality assessment: easy to remember and fun!

**Job Search Navigation!** How do you prepare for your job search success? Target specific industries, focus on the interview and plan to succeed attending hiring events.

**Workshop Surviving a Lay Off!** Yes, it is possible! Providing ways to cope with the emotional stress of job loss. And how to manage your financial situation to your benefit.

**7 Smart Strategies for Jobseekers!** A collaboration with the AARP Foundation and offered through the Back to Work 50+ program at Arapahoe/Douglas Works! This workshop provides an overview of strategies that connects jobseekers who want to full-time employment with opportunities to upgrade their skills and compete with confidence for new jobs. To register please call 855-850-2525.

**One-on-One Computer Assistance!** Save yourself a lot of time and learn more about how to put applications up on line.

**Self Directed Search Assessment!** Helps individuals move forward identifying the occupations that best suit their personality type, interests and skills, now that we are over 40.

**Arapahoe/Douglas works! 6974 South Lima Street, Centennial CO 801**