

# JUNE 2017 General Workshops

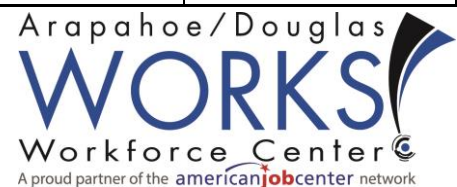
Monday	Tuesday	Wednesday	Thursday	Friday
			<p><b>1</b></p> <p><b>Interviewing Part II</b> 9:00-12:00</p> <p><b>Discovering ADW!</b> 9:30-11:30</p> <p><b>Resumes Part I</b> 1:00-3:00</p>	<p><b>2</b></p> <p><b>Resumes Part II</b> 1:00-3:00</p>
<p><b>5</b></p> <p><b>LinkedIn</b> 12:00-2:00</p>	<p><b>6</b></p> <p><b>Experienced Professional</b> 10:00-12:00</p> <p><b>Discovering ADW!</b> 1:00-3:00</p> <p><b>Career Kick Start</b> 3:00-4:00</p>	<p><b>7</b></p> <p><b>Interviewing Part I</b> 10:00-12:00</p> <p><b>Resumes Part I</b> 1:30-3:30</p>	<p><b>8</b></p> <p><b>Interviewing Part II</b> 9:00-12:00</p> <p><b>Discovering ADW!</b> 9:30-11:30</p> <p><b>Resumes Part II</b> 2:00-4:00</p>	<p><b>9</b></p> <p><b>Salary Negotiations</b> 10:30-12:00</p>
<p><b>12</b></p> <p><b>Resumes Part I</b> 10:00-12:00</p> <p><b>Pursue your Passion</b> 12:30-2:30</p>	<p><b>13</b></p> <p><b>Interviewing Part I</b> 10:00-12:00</p> <p><b>Discovering ADW!</b> 1:00-3:00</p> <p><b>Resumes Part II</b> 2:00-4:00</p>	<p><b>14</b></p> <p><b>LinkedIn</b> 10:00-12:00</p> <p><b>Interviewing Part II</b> 1:00-4:00</p>	<p><b>15</b></p> <p><b>Discovering ADW!</b> 9:30-11:30</p> <p><b>Networking</b> 1:30-3:30</p>	<p><b>16</b></p>
<p><b>19</b></p> <p><b>Interviewing Part I</b> 10:00-12:00</p> <p><b>Salary Negotiations</b> 12:30-2:00</p>	<p><b>20</b></p> <p><b>Interviewing Part II</b> 9:00-12:00</p> <p><b>Discovering ADW!</b> 1:00-3:00</p> <p><b>Resumes Part I</b> 2:00-4:00</p>	<p><b>21</b></p> <p><b>Pursue your Passion</b> 9:00-11:00</p> <p><b>Resumes Part II</b> 2:00-4:00</p>	<p><b>22</b></p> <p><b>True Colors</b> 9:00-11:00</p> <p><b>Discovering ADW!</b> 9:30-11:30</p> <p><b>Career Kick Start</b> 12:00-1:00</p> <p><b>LinkedIn</b> 1:00-3:00</p>	<p><b>23</b></p> <p><b>Experienced Professional</b> 10:00-12:00</p>
<p><b>26</b></p> <p><b>Networking</b> 10:00-12:00</p> <p><b>LinkedIn</b> 1:00-3:00</p>	<p><b>27</b></p> <p><b>Discovering ADW!</b> 1:00-3:00</p> <p><b>Career Kick Start</b> 3:00-4:00</p>	<p><b>28</b></p> <p><b>Resumes Part I</b> 10:00-12:00</p>	<p><b>29</b></p> <p><b>Interviewing Part I</b> 9:00-11:00</p> <p><b>Discovering ADW!</b> 9:30-11:00</p> <p><b>Resumes Part II</b> 2:00-4:00</p>	<p><b>30</b></p> <p><b>Interviewing Part II</b> 9:00-12:00</p>

**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](http://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.

### **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** 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, tricks 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** 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.

**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.

**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.**