

Aurora September 2019

Monday	Tuesday	Wednesday	Thursday	Friday
2 Holiday	3 <input type="checkbox"/> Job 2 Career 9:00–12:00 <input type="checkbox"/> LinkedIn 1:00–3:00 <input type="checkbox"/> Job Search 8:30–4:00	4 <input type="checkbox"/> Passion 10:00 –12:00 <input type="checkbox"/> Interview 1:00–3:00 <input type="checkbox"/> Job Search 8:30–4:00	5 CentrePoint Plaza <input type="checkbox"/> Resume 9:00–11:00 <input type="checkbox"/> Resume Lab 1:00–3:00 <input type="checkbox"/> Job Search 8:30–4:00	6 <input type="checkbox"/> Job Search 8:30–4:00
9 <input type="checkbox"/> Job Search 8:30–4:00	10 <input type="checkbox"/> Job 2 Career 1:00–4:00 <input type="checkbox"/> Job Search 8:30–4:00	11 <input type="checkbox"/> Interview 9:00–11:00 <input type="checkbox"/> Get Prep'D 1:00–3:30 <input type="checkbox"/> Job Search 8:30–4:00	12 CentrePoint Plaza <input type="checkbox"/> Resume 9:00–11:00 <input type="checkbox"/> Resume Lab 1:00–3:00 <input type="checkbox"/> Job Search 8:30–4:00	13 <input type="checkbox"/> Job Search 8:30–4:00
16 <input type="checkbox"/> Job Search 8:30–4:00	17 <input type="checkbox"/> Networking 9:00–11:00 <input type="checkbox"/> Emotional 1:00–3:00 <input type="checkbox"/> Job Search 8:30–4:00	18 <input type="checkbox"/> Passion 10:00 –12:00 <input type="checkbox"/> Interview 1:00–3:00 <input type="checkbox"/> Job Search 8:30–4:00	19 CentrePoint Plaza <input type="checkbox"/> Resume 9:00–11:00 <input type="checkbox"/> Resume Lab 1:00–3:00 <input type="checkbox"/> Job Search 8:30–4:00	20 <input type="checkbox"/> Job Search 8:30–4:00
23 <input type="checkbox"/> Job Search 8:30–4:00	24 <input type="checkbox"/> Job 2 Career 9:00–12:00 <input type="checkbox"/> Resumes 1:00–3:00 <input type="checkbox"/> Job Search 8:30–4:00	25 <input type="checkbox"/> Interview 9:00–11:00 <input type="checkbox"/> Get Prep'D 1:00–3:30 <input type="checkbox"/> Job Search 8:30–4:00	26 CentrePoint Plaza <input type="checkbox"/> Resume 9:00–11:00 <input type="checkbox"/> Resume Lab 1:00–3:00 <input type="checkbox"/> Job Search 8:30–4:00	27 <input type="checkbox"/> Job Search 8:30–4:00
30 <input type="checkbox"/> Job Search 8:30–4:00				Call 303.752.8908 to register: <input type="checkbox"/> Relationships Skills <input type="checkbox"/> Fatherhood <input type="checkbox"/> ABC's of Parenting <input type="checkbox"/> Motherhood Class

Everyone must attend the Resume workshop, and have a resume approved by a facilitator and workforce specialist within the first week of attending job search. Assisted job search will be available after all assigned workshops are completed. This includes access to online applications, mock interviews, career coaching, the ability to attend job fairs, interviews and job related appointments.

Customer Signature: _____

Date: _____

Workforce Specialist Signature: _____

Date: _____

Program Workshops

Jobs 2 Career – You will learn the fundamentals of job search, but also how this can lead to your ideal career! **[EF Job Search Plan]**

Resume – 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. **[EF Master Application]**

This workshop takes place at CentrePoint Plaza 14980 E. Alameda Drive Aurora, CO 80012 - Child Support Office

Resume Lab – Open time with a facilitator to develop a working/contemporary resume; each resume will be reviewed by a Career Services Advisor offering tips and advice on layout, content, headings and formatting.

This workshop takes place at CentrePoint Plaza 14980 E. Alameda Drive Aurora, CO 80012 - Child Support Office

Interview – 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. **[EF Interview Analysis]**

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.

LinkedIn - is designed to provide a basic overview of what it is, how to build your profile, make connections, find jobs, follow companies and grow your professional network.

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. Develop. Act. Repeat! When you enjoy your job, you enjoy your life. This workshop will help you discover your passion, develop effective goals, make detailed plans to achieve those goals, and prepare for the hard work and effort it will take to get there.

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.

Motherhood – Call **303.752.8908** to register. Meets Friday at 11am–2:30pm for 4 weeks. **Lunch is provided** and a **\$50 gift card**.

Fatherhood – Call **303.752.8908** to register. Tues. and Thurs. 11am–1:30pm for 3 weeks. **Lunch is provided** and a **\$25 gift card**.

ABC's of Parenting – Call **303.752.8908** to register. Compassionately parenting to resolve issues. **Lunch is provided**.

Relationship Skills Workshop –register for the workshop that occurs at our **Altura** location on the 3rd Thursday of each month, you can request to be signed up by your counselor or call **303.636.2014**. This workshop is taught by **The Center for Relationship Education** and will cover the most common challenges in all relationships. They review techniques, tips and tricks to improve your relationship management skills using proven results. **Lunch is provided** and a **\$25 gift card** upon completion.

Get Prep'D – Private workshop for **STEP Grant** only