

Aurora Workshops April 2020

-Workshop Descriptions on page 2-

Each Workshop Attendance & Completion is Considered One Valid UI Work-Search Activity

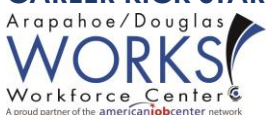
Monday	Tuesday	Wednesday	Thursday	Friday
March 30	March 31	1	2	3
Jobs2Careers 9:00-12:00 Interviewing I 1:30-4:00 Job Search 8:30-4:00	Emotional EQ 9:00-11:00 LinkedIn 2:00-4:00 Job Search 8:30-4:00	Interviewing III 9:00-12:00 Job Fair Prep 2:00-3:30 Job Search 8:30-4:00	Resume 9:00-11:00 Resume Lab 1:00-4:00 Job Search 8:30-4:00	Job Search 8:30-4:00
6	7	8	9	10
Resume 9:00-11:00 Resume Lab 1:00-4:00 Job Search 8:30-4:00	Salary Negotiation 9:00-11:00 Job Search 8:30-4:00 Phone Interviewing 2:00-3:00	Interviewing I 9:00-11:30 Job Search 8:30-4:00	Resume 9:00-11:00 Resume Lab 1:00-4:00 Job Search 8:30-4:00	Job Search 8:30-4:00
13	14	15	16	17
Career Kickstart 2:00-3:30 Job Search 8:30-4:00	Interviewing I 9:00-11:30 Jobs2Careers 1:00-4:00 Job Search 8:30-4:00	***Interviewing II 9:00-12:00 Salary Negotiation 2:00-4:00 Job Search 8:30-4:00	Resume 9:00-11:00 Resume Lab 1:00-4:00 Job Search 8:30-4:00	Job Search 8:30-4:00
20	21	22	23	24
Resume 9:00-11:00 Resume Lab 1:00-4:00 Job Search 8:30-4:00	Interviewing I 9:00-11:30 Job Search 8:30-4:00 Networking 2:00-4:00	***Interviewing III 9:00-12:00 Job Search 8:30-4:00	Resume 9:00-11:00 Resume Lab 1:00-4:00 Job Search 8:30-4:00	Job Search 8:30-4:00
27	28	29	30	
Jobs2Careers 9:00-12:00 Interviewing I 1:30-4:00 Job Search 8:30-4:00	Phone Interviewing 9:00-10:00 Career Kickstart 2:00-3:30 Job Search 8:30-4:00	Job Search 8:30-4:00 Pursue Your Passion 2:00-4:00	Resume 9:00-11:00 Resume Lab 1:00-4:00 Job Search 8:30-4:00	

Colorado Works and Employment First participants 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: _____

Case Manager Signature: _____ Date: _____

CAREER KICK START reviews the tools necessary to conduct a successful job search.



Aurora Office: 15400 E. 14th Place
CentrePoint Plaza: 14980 E. Alameda Dr

Phone: 303.636.2014
www.adworks.org

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 strategies.

INTERVIEWING Part 1 This workshop looks at the preparation required before an interview and gives 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 ****Interviewing Part 1 is required prior to attending Part 2 or 3.** Opportunity to practice & improve your elevator speech, STAR stories, & ability to speak unrehearsed in interviews.

INTERVIEWING PART 3 *****Interviewing Part 1 is required prior to attending Part 2 or 3.**

A valuable opportunity to practice interview questions with your fellow peers, and the workshop Career Services Advisors. Customers who have previously attended Interview 1 will gain insight into their own interviewing skills and get the most value from this workshop.

JOBS 2 CAREERS Learn the fundamentals of job search and how this can lead to your ideal career!

JOB FAIR PREP Anytime you are heading to a job fair, to make the most of your time, take steps to prepare prior to the event. Learn what steps are most valuable to maximize your opportunity.

JOB SEARCH Use the Workforce Center's resource room, computers, & assistance for job search.

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 This workshop will show you the importance and value of traditional networking throughout your career, and provide you with ideas to open new doors. You will have an opportunity to develop and practice your 30 second elevator speech, and ideas to build up your network.

PHONE INTERVIEW A common first step in the hiring process is a phone interview or screening. This workshop will give you insights on how to better prepare for the call and ace the interview!

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.

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. Presented at [Altura Plaza](#) or [CentrePoint Plaza](#) (Thursdays).

RESUME LAB Opportunity to build your resume on a computer and have it reviewed by a Career Services Advisor. This lab takes place at [Altura Plaza](#) or [CentrePoint Plaza](#) (Thursdays).

SALARY NEGOTIATIONS Learn techniques on how to increase 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, Fatherhood, & Relationship Skills Workshops-Ask your case manager for more information.

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