

# September 2019 ~ General Lima Workshops

6974 S. Lima Street, Centennial, CO 80112

Monday	Tuesday	Wednesday	Thursday	Friday
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>Holiday</b>	<b>Career Kick Start</b> 9:00 – 10:00 <b>Salary Negotiation</b> 10:00 – 11:30 <b>Discovering ADWorks!</b> 1:00 – 3:00 <b>Resume Part I</b> 2:00 – 4:00	<b>Emotional Intelligence</b> 10:00 – 12:00 <b>LinkedIn</b> 11:00 – 1:00 <b>Resume Part II</b> 2:00 – 4:00	<b>Discovering ADWorks!</b> 9:00 – 11:00 <b>Interviewing Part I</b> 10:00 – 12:00 <b>Career Reinvention</b> 1:00 – 3:00	<b>Interviewing Part II</b> 9:00 – 12:00 <b>Networking</b> 1:00 – 3:00
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>Interviewing Part I</b> 10:00 – 12:00 <b>LinkedIn</b> 1:00 – 3:00	<b>Interviewing Part II</b> 9:00 – 12:00 <b>Discovering ADWorks!</b> 1:00 – 3:00	<b>Phone Interviews</b> 9:00 – 10:00 <b>Pursue Your Passion</b> 10:30 – 12:30 <b>Experienced Professional</b> 1:00 – 3:00	<b>Discovering ADWorks!</b> 9:00 – 11:00 <b>Resume Part I</b> 10:00 – 12:00 <b>Salary Negotiation</b> 1:30 – 3:00	<b>Resume Part II</b> 10:00 – 12:00 <b>Networking</b> 1:00 – 3:00
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>Pursue Your Passion</b> 10:00 – 12:00 <b>LinkedIn</b> 1:00 – 3:00	<b>Career Kick Start</b> 9:00 – 10:00 <b>Resume Part I</b> 10:00 – 12:00 <b>Discovering ADWorks!</b> 1:00 – 3:00	<b>Resume Part II</b> 10:00 – 12:00 <b>True Colors</b> 1:00 – 4:00	<b>Discovering ADWorks!</b> 9:00 – 11:00 <b>Interviewing Part I</b> 10:00 – 12:00 <b>Workplace Values</b> 1:00 – 3:00	<b>Interviewing Part II</b> 9:00 – 12:00
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>Experienced Professional</b> 9:00 – 11:00 <b>Federal Employment I</b> 11:00 – 1:00 <b>Career Reinvention</b> 1:00 – 3:00	<b>Networking</b> 9:00 – 11:00 <b>Salary Negotiation</b> 1:00 – 2:30 <b>Discovering ADWorks!</b> 1:00 – 3:00	<b>Resume Part I</b> 9:00 – 11:00 <b>Federal Employment II</b> 11:00 – 1:00 <b>Interviewing Techniques II</b> 1:30 – 3:30	<b>Discovering ADWorks!</b> 9:00 – 11:00 <b>Resume Part II</b> 10:00 – 12:00 <b>Interviewing Part I</b> 1:00 – 3:00	<b>LinkedIn</b> 9:00 – 11:00 <b>Phone Interviews</b> 11:00 – 12:00 <b>Interviewing Part II</b> 1:00 – 4:00
<b>30</b>				
<b>Emotional Intelligence</b> 9:00 – 11:00 <b>Resume Part I</b> 1:00 – 3:00				

Phone: 303.636.1160

[www.adworks.org](http://www.adworks.org)

**New Workshop**



**Main office:** 6974 S. Lima Street

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

**CAREER REINVENTION** is designed for experienced professionals seeking to change careers. It explores how to; reconcile past issues that have clouded your confidence, redefine who you are and what you want to do, devise a personal reinvention plan and build an active professional network.

**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 five 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 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** 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. **Interviewing Part 1 is required prior to attending Part 2.** **MOCK INTERVIEWS** can be set up by request, 48 hours in advance with a Career Advisor towards a real job interview **after attending Interviewing Part 1 & Part 2.**

**INTERVIEW TECHNIQUES REVISITED** provides practice opportunities to improve your elevator speech, STAR stories and ability to speak unrehearsed in interviews.

**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 ideas to open new doors. You will have an opportunity to develop and practice your 30 second elevator speech, and brainstorm creative ways 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.

**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.



**WORKPLACE VALUES** are an important indicator of organizational culture. Explore your personal values and how to use that information to determine organizational fit and potential job satisfaction.