

May 2021 ~ A/D Works Workshops

Click on the workshop to register and attend

Access codes for each workshop will be in the [Upcoming Events](#)

To attend **Mock Interviewing**, email CHoschouer@arapahoegov.com to request a link

New! Workshops specifically designed for our "**Generations**" (over age 40) group of job seekers

Monday	Tuesday	Wednesday	Thursday	Friday
<p style="text-align: right;">3</p> <p>Interviewing 9:00 – 11:00</p> <p>LinkedIn 1:30 – 3:30</p>	<p style="text-align: right;">4</p> <p>Resumes 9:00 – 11:00</p> <p>Career Kick Start 1:30 – 2:30</p>	<p style="text-align: right;">5</p> <p>Discovering ADW! 9:00 – 10:30</p> <p>Phone Interview 11:00 – 12:00</p> <p>Mock Interviewing 1:30 – 4:30 Max 6 per class</p>	<p style="text-align: right;">6</p> <p>Ageless Career Search 9:00 – 11:00</p> <p>Career Reinvention 1:30 – 3:30</p>	<p style="text-align: right;">7</p> <p>Resumes 9:00 – 11:00</p> <p>Emotional Intelligence 1:30 – 3:30</p>
<p style="text-align: right;">10</p> <p>Workplace Values 9:00 – 11:00</p> <p>Networking 1:30 – 3:30</p>	<p style="text-align: right;">11</p> <p>LinkedIn 1:30 – 3:30</p>	<p style="text-align: right;">12</p> <p>Discovering ADW! 9:00 – 10:30</p> <p>Phone Interview 11:00 – 12:00</p> <p>Emotional Intelligence 1:30 – 3:30</p>	<p style="text-align: right;">13</p> <p>Salary Negotiations 9:00 – 10:30</p> <p>Generations: Reframing Your Fears 11:00 – 12:00</p> <p>Interviewing 1:30 – 3:30</p>	<p style="text-align: right;">14</p> <p>Mock Interviewing 9:00 – 12:00 Max 6 per class</p> <p>Resumes 1:30 – 3:30</p>
<p style="text-align: right;">17</p> <p>Interviewing 9:00 – 11:00</p> <p>LinkedIn 1:30 – 3:30</p>	<p style="text-align: right;">18</p> <p>Resumes 9:00 – 11:00</p> <p>Generations: Remote Work 11:30 – 12:30</p> <p>Career Kick Start 1:30 – 2:30</p>	<p style="text-align: right;">19</p> <p>Discovering ADW! 9:00 – 10:30</p> <p>Phone Interview 11:00 – 12:00</p> <p>Mock Interviewing 1:30 – 4:30 Max 6 per class</p>	<p style="text-align: right;">20</p> <p>Ageless Career Search 9:00 – 11:00</p> <p>Career Reinvention 1:30 – 3:30</p>	<p style="text-align: right;">21</p> <p>Resumes 9:00 – 11:00</p> <p>Emotional Intelligence 1:30 – 3:30</p>
<p style="text-align: right;">24</p> <p>Workplace Values 9:00 – 11:00</p> <p>Networking 1:30 – 3:30</p>	<p style="text-align: right;">25</p> <p>Generations: Positive Psychology and Growth Mindset 9:00 – 10:00</p> <p>LinkedIn 1:30 – 3:30</p>	<p style="text-align: right;">26</p> <p>Discovering ADW! 9:00 – 10:30</p> <p>Phone Interview 11:00 – 12:00</p> <p>Emotional Intelligence 1:30 – 3:30</p>	<p style="text-align: right;">27</p> <p>Salary Negotiations 9:00 – 10:30</p> <p>Generations: ONETonline.org 11:00 – 12:00</p> <p>Interviewing 1:30 – 3:30</p>	<p style="text-align: right;">28</p> <p>Mock Interviewing 9:00 – 12:00 Max 6 per class</p> <p>Resumes 1:30 – 3:30</p>
<p style="text-align: right;">31</p> <p>HOLIDAY</p>				

Phone: 303.636.1160

www.adworks.org



Access Workshop Handouts at:

<https://www.adworks.org/index.php/job-seekers/online-powerpoint-workshops/>

AGELESS CAREER SEARCH will examine the five generations currently in our workforce, what makes them unique and how to leverage the strengths of each group.

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 will 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.

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

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.

MOCK INTERVIEWING is practice in a mock interview setting with your fellow peers, and the workshop Career Services Advisors. **Interviewing Part 1 is required prior to attending Mock Interviewing.**

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.

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!

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.

SALARY NEGOTIATIONS Salary negotiation is an important component in increasing your salary earnings when landing a new position, being promoted, or after a performance review. Most employers are willing to negotiate salaries but most candidates will not make an effort.

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.

Generations Workshops

REFRAMING YOUR FEARS - A brief presentation on dealing with common job search fears. We will explore common job search fears and discuss a 4-step process for preventing them from impeding the job search process. Come prepared to share both your fears and ideas for seeing them in a new light!

REMOTE WORK - Learn how to make the most of searching for job opportunities that allow you to work remotely. We will explore sites job boards and more to see how to use them to your advantage.

POSITIVE PSYCHOLOGY AND GROWTH MINDSET - In this workshop, we will discuss thoughts, feelings, and behavior, with a focus on strengths instead of weaknesses. In addition, how skills and abilities can be developed with effort, that they are not set or limited by intelligence and that the way we think directly impacts our outcomes and eventual success.

ONETONLINE.ORG - Using ONETonline is a great tool to learn about the job market. This workshop will explore the value of ONET to help you in your job search.