

December 2020 ~ General Lima 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

| Monday 30 | Tuesday 1 | Wednesday 2 | Thursday 3 | Friday 4 |
|--|--|--|---|--|
| Discovering ADW! 10:00 – 12:00 Career Reinvention 1:30 – 3:30 | Phone Interviews 9:00 – 10:00 Career Kickstart 11:00 – 12:00 Interviewing 1:30 – 3:30 | Emotional Intelligence 10:00 – 12:00 Resumes 1:30 – 3:30 | Networking 10:00 – 12:00 LinkedIn 1:30 – 3:30 | Resumes 10:00 – 12:00 Mock Interviewing 1:30 – 3:30 Max 6 per class |
| 7 Discovering ADW! 10:00 – 12:00 Engage with a Career Advisor 1:30 – 3:30 | 8 Phone Interviews 9:00 – 10:00 Salary Negotiations 10:30 – 12:00 Interviewing 1:30 – 3:30 | 9 Resumes 1:30 – 3:30 | 10 Mock Interviewing 10:00 – 12:00 Max 6 per class LinkedIn 1:30 – 3:30 | 11 Phone Interviews 10:00 – 11:00 Ageless Career Search 1:30 – 2:30 |
| 14 Discovering ADW! 10:00 – 12:00 Career Reinvention 1:30 – 3:30 | 15 Phone Interviews 9:00 – 10:00 Career Kickstart 11:00 – 12:00 Interviewing 1:30 – 3:30 | 16 Emotional Intelligence 10:00 – 12:00 | 17 Networking 10:00 – 12:00 LinkedIn 1:30 – 3:00 | 18 Resumes 10:00 – 12:00 Mock Interviewing 1:30 – 3:30 Max 6 per class |
| 21 Discovering ADW! 10:00 – 12:00 | 22 Interviewing 10:00 – 12:00 | 23 Resumes 10:00 – 12:00 | 24 Holiday | 25 Holiday |
| 28 Discovering ADW! 10:00 – 12:00 Career Reinvention 1:30 – 3:30 | 29 Phone Interviews 9:00 – 10:00 Career Kickstart 11:00 – 12:00 Interviewing 1:30 – 3:30 | 30 Emotional Intelligence 10:00 – 12:00 Resumes 1:30 – 3:30 | 31 Networking 10:00 – 12:00 LinkedIn 1:30 – 3:00 | Holiday |

Phone: 303.636.1160

www.adworks.org

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Workshop Handouts:

Ageless Career Search: https://www.adworks.org/pdf/Ageless_Career_Search_Handout.pdf

Career Kickstart: https://www.adworks.org/pdf/Career_Kick_Start_Handout.pdf

Career Reinvention: https://www.adworks.org/pdf/Career_Reinvention_handouts_full.pdf

Discovering ADW: <https://www.adworks.org/pdf/Discover.pdf>

Emotional Intelligence: http://www.adworks.org/pdf/EQ_Handout.pdf

Interviews: http://www.adworks.org/pdf/Interviewing_Handout.pdf

LinkedIn: http://www.adworks.org/pdf/LinkedIn_Handout_12-1-2018.pdf

Networking: http://www.adworks.org/pdf/Networking_Handout.pdf

Phone Interviews: http://www.adworks.org/pdf/Phone_Interviewing_Handout.pdf

Resumes: http://www.adworks.org/pdf/Resume_Handout_updated.pdf

Salary Negotiations: http://www.adworks.org/pdf/Salary_Handout.pdf

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.

Engage with a Career Advisor Take this opportunity to engage with a Career Advisor. We will answer many of the most common questions, provide insight into the job market and job search experience.

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, getting 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.