

# January 2022 ~ A/D Works! Workshops

**"In Person" on Tuesday & Thursday**

Access codes for Virtual Workshop on Mon, Tues, Wed & Fri will be under the [Upcoming Events Tab](#)

To attend Virtual Mock Interviewing, email [CHoschouer@arapahoegov.com](mailto:CHoschouer@arapahoegov.com) to request a link

Monday	Tuesday	Wednesday	Thursday	Friday
<b>3</b> <b>Networking</b> 9:00 – 11:00 <b>Career Kickstart</b> 2:00 – 3:00	<b>4</b> <b>Interviewing</b> 9:00 – 11:00 <b>Career Reinvention</b> 2:00 – 4:00	<b>5</b> <b>Resume 1</b> 9:00 – 11:00 <b>Discovering ADW!</b> 11:30 – 12:30 <b>Emotional Intelligence</b> 2:00 – 4:00	<b>6</b> <b>Resume 2</b> 9:00 – 11:00 <b>Interviewing 2</b> 1:00 – 4:00	<b>7</b> <b>Phone Interview</b> 9:00 – 10:00 <b>Salary Negotiations</b> 2:00 – 3:30
<b>10</b> <b>Career Reinvention</b> 9:00 – 11:00 <b>Virtual Mock Interviewing</b> 1:00 – 4:00	<b>11</b> <b>Resume 1</b> 9:00 – 11:00 <b>LinkedIn</b> 2:00 – 4:00	<b>12</b> <b>Interviewing</b> 9:00 – 11:00 <b>Discovering ADW!</b> 11:30 – 12:30 <b>Generations ADW Connections Network</b> 1:00 – 3:00	<b>13</b> <b>Phone Interviews</b> 9:00 – 10:00 <b>Career Kickstart</b> 2:00 – 3:00	<b>14</b> <b>Workplace Values</b> 9:00 – 11:00 <b>Ageless Career Search</b> 2:00 – 4:00
<b>17</b> <b>HOLIDAY</b>	<b>18</b> <b>Interviewing</b> 9:00 – 11:00 <b>Networking</b> 2:00 – 4:00	<b>19</b> <b>Resume 1</b> 9:00 – 11:00 <b>Discovering ADW!</b> 11:30 – 12:30 <b>Generations ADW Connections Network</b> 1:00 – 3:00	<b>20</b> <b>Interviewing 2</b> 9:00 – 12:00 <b>Resume 2</b> 2:00 – 4:00	<b>21</b> <b>LinkedIn</b> 9:00 – 11:00 <b>Emotional Intelligence</b> 2:00 – 4:00
<b>24</b> <b>Phone Interview</b> 9:00 – 10:00 <b>Discovering ADW!</b> 11:00 – 12:00 <b>Ageless Career Search</b> 2:00 – 4:00	<b>25</b> <b>Resume 1</b> 9:00 – 11:00 <b>Virtual Meet the Recruiter</b> 1:00 – 2:00 <b>Salary Negotiations</b> 2:00 – 3:30	<b>26</b> <b>Interviewing</b> 9:00 – 11:00 <b>Generations ADW Connections Network</b> 1:00 – 3:00	<b>27</b> <b>Career Reinvention</b> 9:00 – 11:00 <b>Workplace Values</b> 1:00 – 3:00	<b>28</b> <b>Career Kickstart</b> 9:00 – 10:00 <b>Virtual Mock Interviewing</b> 1:00 – 4:00
<b>31</b> <b>LinkedIn</b> 9:00 – 11:00 <b>Emotional Intelligence</b> 2:00 – 4:00				

**Main office:** 6974 S. Lima Street Centennial, CO 80112

**Phone:** 303.636.1160

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

Arapahoe/Douglas Works! is an equal opportunity agency and supports Veterans priority of service. Reasonable accommodations provided upon request.

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**ARAPAHOE COUNTY**



## 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 A/D WORKS** will explore the programs, services and workshops offered at Arapahoe/ Douglas Works!

**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** 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 2** 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.**

**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.

**VIRTUAL MEET THE RECRUITER – Join DocuSign recruiters Kristin Archbold and Gabi Knowlton** as they discuss strategies and takes on what a successful job search process looks like.

**VIRTUAL/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 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 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, 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**

**ADW CONNECTIONS –** A weekly opportunity to connect with fellow job seekers, hear from industry experts in a variety of topics

**JANUARY 12 –** Explore ADWorks Resources. Join TJ as she shares various workforce center services and resources that will assist your with relaunching your job search plan that will get you moving in the right direction.

**JANUARY 19 –** In this workshop, we will discuss thoughts, feelings, and behaviors that lead to building the good in life. We will explore the lens through which we create positive experiences and traits. The way we think directly influences our outcomes and eventual success.

**JANUARY 26 – Christine Dyar from the Arapahoe Library District,** Join Christine for a demonstration of the databases and resources Arapahoe Libraries has available for job seekers!