

# February 2022 ~ A/D Works! Workshops

Access codes for Virtual Workshop will be under the [Events Page](#)

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

Monday	Tuesday	Wednesday	Thursday	Friday
	<b>1</b> Interviewing 9:00 – 11:00  Resumes 2:00 – 4:00	<b>2</b> Phone Interviews 9:00 – 10:00 Discovering ADW! 11:30 – 12:30 <b>Generations</b> Showcase Your LinkedIn 1:00 – 3:00	<b>3</b> Virtual Mock Interviewing 9:00 – 11:00  ONET Online 2:00 – 3:30	<b>4</b> Networking 9:00 – 11:00  Ageless Career Search 2:00 – 3:30
<b>7</b> Emotional Intelligence 9:00 – 11:00  Resumes 2:00 – 4:00	<b>8</b> Career Reinvention 9:00 – 11:00  Salary Negotiations 2:00 – 3:30	<b>9</b> Interviewing 9:00 – 11:00 Discovering ADW! 11:30 – 12:30 <b>Generations</b> Explore ONETonline.org 1:00 – 3:00	<b>10</b> LinkedIn 9:00 – 11:00  Phone Interviews 2:00 – 3:00	<b>11</b> Virtual Mock Interviewing 9:00 – 11:00  Career Kickstart 11:30 – 12:30 Workplace Values 2:00 – 4:00
<b>14</b> Career Reinvention 9:00 – 11:00  Networking 2:00 – 4:00	<b>15</b> Interviewing 9:00 – 11:00  Resumes 2:00 – 4:00	<b>16</b> LinkedIn 9:00 – 11:00 Discovering ADW! 11:30 – 12:30 <b>Generations</b> Get Unstuck & Back to Work 1:00 – 3:00	<b>17</b> Virtual Mock Interviewing 9:00 – 11:00  Positive Psychology and Growth Mindset 2:00 – 3:30	<b>18</b> Phone Interview 9:00 – 10:00  Salary Negotiations 2:00 – 3:30
<b>21</b> Ageless Career Search 9:00 – 11:00  Interviewing 2:00 – 4:00	<b>22</b> Emotional Intelligence 9:00 – 11:00  Virtual Meet the Recruiter 1:00 – 2:00	<b>23</b> Resume 1 9:00 – 11:00 Discovering ADW! 11:30 – 12:30 <b>Generations</b> I Want an Interview Date 1:00 – 3:00	<b>24</b> Career Kickstart 9:00 – 10:00  <b>Generations:</b> Virtual AARP Back to Work 10:00 – 11:30  LinkedIn 2:00 – 4:00	<b>25</b> Phone Interview 9:00 – 10:00  Workplace Values 2:00 – 4:00
<b>28</b> Salary Negotiations 9:00 – 10:30  Virtual Mock Interviewing 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/>

### **Generations Workshops**

**ADW CONNECTIONS** – A weekly opportunity to connect with fellow job seekers, hear from industry experts

**FEBRUARY 2 – Joyce Feustel**, You will learn how to optimize your LinkedIn profile, enhance your professional credibility, & use the posting, searching & notification functions of LinkedIn & showcase yourself through attention-getting images, strategic use of keywords, and sharing your style & personality in your profile.

**FEBRUARY 9 – Tanya Debardeleben**, Learn about ONETonline which serves as a job search resource to learn about the primary tasks, work activities and salary ranges of an occupation.

**FEBRUARY 16 – Sarah Burton Wells**, "This interactive session will identify gaps & glitches in your job search, so you can make necessary & effective adjustments & get back to work."

**FEBRUARY 23 – Anna Goodrow**, Not getting noticed? Don't get mad, get a resume makeover. Optimize your resume to be ATS-friendly & land that interview with the hiring manager

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**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

**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.**

**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 –**

**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.

**ONET ONLINE** 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.

**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!

**POSITIVE PSYCHOLOGY AND GROWTH MINDSET** – We will discuss thoughts, feelings, and behavior, focused on strengths instead of weaknesses. Also, 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.

**RESUMES** 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.

**RESUME CRITIQUE** 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.