

# February 2023 ~ A/D Works! Workshops

**Our Virtual Workshops are primarily on Monday, Wednesday & Fridays**

To register for our LAB's, please review the 2<sup>nd</sup> page of this calendar

**"The gray shaded events are "In Person Only"**

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

Monday	Tuesday	Wednesday	Thursday	Friday
		1 <b>LinkedIn</b> 9:00 - 11:00  <b>Workplace Values</b> 2:00 - 4:00	2 <b>Career Reinvention</b> 9:00 - 11:00	3 <b>Networking</b> 9:00 - 11:00  <b>Growth Mindset</b> 1:00 - 12:00
6 <b>Positive Psychology</b> 9:00 - 10:00  <b>Discovering ADW!</b> 11:00 - 12:00  <b>Phone Interview</b> 1:00 - 2:00	7 <b>Financial Literacy</b> 1:00 - 2:00 (Virtual and In-Person)  <b>Resumes</b> 2:00 - 4:00	8 <b>Interviewing 1</b> 9:00 - 11:00	9 <b>Career Kick Start</b> 11:00 - 12:00  <b>LinkedIn</b> 2:00 - 4:00	10 <b>Remote Work</b> 9:00 - 11:00  <b>Job Boards</b> 11:00 - 12:00  <b>Emotional Intelligence</b> 2:00 - 4:00
13 <b>Resumes</b> 9:00 - 11:00  <b>Interviewing 1</b> 2:00 - 4:00	14 <b>Workplace Values</b> 9:00 - 11:00  <b>Networking</b> 2:00 - 4:00	15 <b>LinkedIn</b> 9:00 - 11:00  <b>Virtual Meet the Recruiter</b> 11:00 - 12:00  <b>Career Reinvention</b> 2:00 - 4:00	16 <b>Growth Mindset</b> 1:00 - 2:00	17 <b>Discovering ADW!</b> 11:00 - 12:00  <b>Ageless Career Search</b> 2:00 - 4:00
20 <b>A/D Works! Closed</b> <b>President's Day</b>	21 <b>Interviewing 1</b> 9:00 - 11:00  <b>Financial Literacy</b> 1:00 - 2:00 (Virtual and In-Person)  <b>Resumes</b> 2:00 - 4:00	22 <b>3 Keys to Difficult Transitions</b> 9:00 - 10:00  <b>Remote Work</b> 10:00 - 11:00  <b>Discovering ADW!</b> 11:00 - 12:00	23 <b>Emotional Intelligence</b> 9:00 - 11:00  <b>Phone Interview</b> 11:00 - 12:00	24 <b>Job Boards</b> 11:00 - 12:00  <b>Career Kick Start</b> 1:00 - 2:00  <b>LinkedIn</b> 2:00 - 4:00
27 <b>Resumes</b> 9:00 - 11:00  <b>Discovering ADW!</b> 11:00 - 12:00  <b>Interviewing 1</b> 2:00 - 4:00	28 <b>True Colors</b> 9:00 - 12:00			

**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 employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.



**ARAPAHOE COUNTY**



**DOUGLAS COUNTY**  
COLORADO

## Access Workshop Handouts at:

[Workshops - Arapahoe/Douglas Works! \(adworks.org\)](https://adworks.org)

**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** A/D Works! can help any jobseeker reach their employment goals. Your next job is out there. Explore programs, services and workshops that can help you level up your job search. Access code - 934 9805 1253

**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 affects your job search, and how to improve your own with simple to learn strategies.

**FINANCIAL LITERACY** is a basic introduction to financial literacy such as management of forms of income, creating a budget, understanding your paycheck, and self-employment.

**GROWTH MINDSET** In this workshop we will discuss the concept behind Carol Dweck's research, explore ways to respond to everyday challenges and demands using a growth mindset lens, and provide language to help reshape the way we speak and think.

**INTERVIEWING** This workshop looks at the preparation required before an interview and gives insight into different types of interviews including panel, and telephone.

**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.

**JOB BOARDS** Introduction to job boards, what are they, how to use them, benefits of using one, different types of job boards

**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.

**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** 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.

**REMOTE WORK** Learn how to make the most of searching for job opportunities that allow you to work remotely. We will explore skills needed for remote work, and the best job boards to use to find remote work.

**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.

**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.

**TRUE COLORS** 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.

**3 KEYS TO DIFFICULT TRANSITIONS** The only certainty in life is change. We are either getting ready to go through a change, or currently experiencing change. This workshop will help us learn how to turn our transitions into learning opportunities.