

# June 2023 ~ A/D Works! Workshops

Our Virtual Workshops are primarily on Monday, Wednesday & Fridays

"The gray shaded events are "In Person Only"

Monday	Tuesday	Wednesday	Thursday	Friday
			1 Networking 2:00 - 4:00	2 Ageless Career Search 9:00 - 11:00
5 Discovering ADW 9:00 - 10:00  Career Reinvention 2:00 - 4:00	6 Career Kick Start 2:00 - 4:00	7 Workplace Values 2:00 - 4:00	8 Resumes 9:00 - 11:00  Interviewing 2:00 - 4:00	9 Emotional Intelligence 2:00 - 4:00
12 Remote Work 2:00 - 3:00	13	14 Salary Negotiations 9:00 - 11:00  Financial Literacy 1:00 - 2:00	15	16 Interviewing 9:00 - 11:00  Star Stories Lab 2:00 - 4:00
19 Juneteenth Resource Center Closed	20 Career Reinvention 2:00 - 4:00	21 Discovering ADW 2:00 - 3:00	22 Workplace Values 9:00 - 11:00  Ageless Career Search 1:00 - 2:00	23 Resumes 9:00 - 11:00  Interviewing 2:00 - 4:00
26 LinkedIn 9:00 - 11:00  Ageless Career Search 2:00 - 4:00	27 Job Boards 9:00 - 10:00	28 Career Kick Start 9:00 - 10:00  Virtual Meet The Recruiter 11:00 - 12:00  Financial Literacy 1:00 - 2:00	29 Resumes 9:00 - 11:00  Phone/Virtual Interviews 2:00 - 3:00	30 Discovering ADW 2:00 - 3:00

**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.

**BASIC MICROSOFT WORD** This in-person class covers the basics of using Microsoft Word to create, modify, and save a basic document.

**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.

**COMPUTER BASICS** In this class, learners are introduced to basic computer functions, including mouse, keyboard, and monitor functions, finding and adjusting settings, and navigating to the internet to complete a basic search. This class is designed for beginners or folks who would like a refresher on computer basics.

**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.

**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.

**Navigating Stress** Stress can take a significant toll on our physical and mental health. A/D Works! Navigating Stress workshop can help. In this workshop, participants will learn a range of evidence-based techniques and strategies to help manage stress and improve overall well-being. We will discuss how to recognize stressors and how to manage them effectively, creating a self-care routine that will empower participants and shape their resiliency.

**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.

**STAR STORIES LAB** The prerequisite to attending our STAR Story LAB is to have attended the "ADWorks Interviewing Workshop". The STAR Story LAB is not a workshop. This is a "Virtual Interactive Zoom LAB" to assist you in creating examples by using the STAR Story method to ace your upcoming interviews. Please have a pen, paper & a copy of your current resume handy.

**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.