

# September 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 Navigating Stress 10:30 – 12:00
4 No Workshops	5 No Workshops	6 Interviewing 9:00 – 11:00  Resume 2:00 – 4:00	7 Open Skills Lab 8:00 – 10:30  Resume @ Altura 9:00 – 11:00  Disrupting Ageism 10:30 – 12:00  Discovering BAC 1:00 – 2:00	8 Microsoft Windows 9:00 – 11:00  LinkedIn 9:00 – 11:00  Conflict Transformation 10:30 – 12:00  Job Boards 1:00 – 2:00
11 Career Kickstart 11:00 – 12:00  Discovering ADW 1:00 – 2:00  Interviewing 2:00 – 4:00	12 No Workshops	13 Workforce Development Open House 8:00 – 12:00 1:00 – 4:00  Resume 9:00 – 11:00  Special LinkedIn Presentation (In Person) 9:00 – 11:00  Basic Financial Literacy 1:00 – 2:00	14 Open Skills Lab 8:00 – 10:30  Interviewing @ Altura 9:00 – 11:00  Overcoming Job Loss 10:30 – 12:00  Career Exploration 1:00 – 2:30  Emotional Intelligence 2:00 – 4:00	15 Microsoft Word 1 9:00 – 11:00  Disrupting Ageism 10:30 – 12:00
18 <u>LinkedIn</u> 9:00 – 11:00  <u>Career Reinvention</u> 2:00 – 4:00	19 No Workshops	20 <u>Interviewing</u> 8:30 – 10:30   <u>Discovering BAC</u> <u>(@ Altura Plaza)</u> 2:00 – 3:00	21 <u>Open Skills Lab</u> 8:00 – 10:30  <u>Salary Negotiations</u> 9:00 – 10:30  <u>Resume @ Altura</u> 9:00 – 11:00  <u>Growth Mindset</u> 10:30 – 12:00  <u>Resumes</u> 2:00 – 4:00	22 <u>Microsoft Word 2</u> 9:00 – 11:00  <u>Overcoming Job Loss</u> 10:30 – 12:00  <u>Discovering ADW</u> 11:00 – 12:00  <u>Workplace Values</u> 2:00 – 4:00
25 <u>Resumes</u> 9:00 – 11:00  <u>Remote Work</u> 1:00 – 2:00  <u>Interviewing</u> 2:00 – 4:00	26 <u>S&amp;E Learning Lab</u> 9:00 – 10:30  <u>Navigating Stress</u> 10:30 – 12:00  <u>Discovering ADW</u> 1:00 – 2:00	27 <u>Basic Financial Literacy</u> 1:00 – 2:00  <u>Career Exploration</u> <u>(@ Altura Plaza)</u> 2:00 – 3:30	28 <u>Open Skills Lab</u> 8:00 – 10:30  <u>Interviewing @ Altura</u> 9:00 – 11:00	29 <u>3 Keys to Difficult Transitions</u> 10:30 – 12:00

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Arapahoe/Douglas Works! is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.





**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.

**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.

**CAREER EXPLORATION** explore your barriers to employment and explore potential career paths.

**CONFLICT TRANSFORMATION** anytime people come together to work or socialize, conflict can arise. This workshop examines how conflicts develop and identifies practical approaches to conflict prevention and management. Participants will identify their own conflict style while learning how communication, empathy, and active listening skills can transform everyday disagreements into opportunities for growth, partnership, and positive change.

**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.

**DISCOVERING BAC** dedicated to exploring the various assessments at The Business & Assessment Center and how they can help you level up in your career journey.

**DISRUPTING AGEISM** in this workshop, participants learn to recognize ageism and develop strategies to counter ageist stereotypes in the job search process. Participants will identify ageist self-talk, and develop career-enhancing skills that communicate self-confidence, value teamwork, and support collaboration across age groups.

**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** is a basic 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** 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.

**PURSUE YOUR PASSION** have you ever considered pursuing work you are passionate about? Many job seekers dream of a future that combines work with passionate interests. This workshop explores the process of exploring interests, identifying needs and wants, and creating a practical pathway toward a new, exciting career.

**OVERCOMING JOB LOSS** this workshop focuses on practical skills to manage strong emotions, practice self-care, and develop self-empowerment strategies to not only survive job loss, but also to thrive in future ahead.

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

**RESUMES** 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** 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** explore the Star Story method of resume development and interviewing.

**STEER YOUR STORY** human beings are storytellers. The stories we tell ourselves shape the way we see the world and the world sees us. Without thinking much about it, we often build our narrative from negative past experiences, social media influences, and the opinions of others. These stories undermine personal goals and project a limited version of your capabilities to others. In this workshop, participants take control of their self-narrative by replacing old thoughts and experiences with stories that convey their current strengths, dreams, and aspirations.

**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.

## LABS DESCRIPTIONS

**JOB SEARCH SKILLS OPEN LAB** this lab provides an opportunity to further develop the resume, interview, and LinkedIn profile building-skills taught in ADWorks workshops. Join this open lab to create resumes that emphasize expertise over age, explore approaches to answering difficult interview questions, and develop a LinkedIn Profile to grab the attention of top recruiters and employers. If you're in the area, stop by the Lab and say hello!

**SEL (SOCIAL-EMOTIONAL LEARNING) PRACTICE LAB** this lab provides an opportunity to practice the SEL Skills (also called soft skills or success skills) presented in Emotional Intelligence, Disrupting Ageism, Overcoming Job Loss, Positive Psychology, and Conflict Transformation workshops. This lab focuses on skills such as working through obstacles, self-awareness, self-management, and developing practices to increase happiness and success. Lab resources include self-assessments, exercises in problem solving, take-home projects, and role-play scenarios. If you're in the area, stop by the Lab and say hello!