

September 2022 ~ A/D Works! Workshops

Our virtual workshops are on Mon, Wed, Fri. Access codes and descriptions are on the back

Our in-person workshops are on Tuesdays & Thursdays

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

To attend Virtual Mock Interviewing, email DLawrence@arapahoe.gov request a link

Monday	Tuesday	Wednesday	Thursday	Friday
Workforce Development Month			1 Networking 9:00 - 11:00 Phone Interview 1:00 - 2:00	2 Remote Work 9:00 - 10:00 Growth Mindset 11:00 - 12:00
5 	6 Interviewing 1 9:00 - 11:00 Resume 1 2:00 - 4:00	7 LinkedIn 9:00 - 11:00 Discovering ADW! 11:00 - 12:00	8 Emotional Intelligence 2:00 - 4:00	9 Career Kick Start 9:00 - 10:00 Virtual Mock Interviewing 2 2:00 - 4:00
12 Resume 1 9:00 - 11:00 Interviewing 1 2:00 - 4:00	13 LAB #1 – Cover Letter 8:30 - 11:30 Mock Interviewing 2 9:00 - 11:00 Resume 2 Critique 2:00 - 4:00	14 LAB #2 – Resume 8:30 - 11:30 Discovering ADW! 9:00 - 10:00 Salary Negotiations 2:00 - 3:30	15 Phone Interview 1:00 - 2:00 Workplace Values 2:00 - 4:00	16 Ageless Career Search 9:00 - 11:00 Job Boards 1:00 - 2:00
19 Networking 9:00 - 11:00 Financial Literacy 1:00 - 2:00	20 LAB #3- LinkedIn Profile 8:30 - 11:30 Interviewing 1 9:00 - 11:00 A/D Works! Open House Snacks and Search 1:00 - 4:00 Resume 1 2:00 - 4:00	21 LAB #4- Elevator Speech & Star Stories 8:30 - 11:30 Virtual Meet the Recruiter 10:00 - 11:00 ADW Connections Spark The Change 1:00 - 2:00 Discovering ADW! 2:00 - 3:00	22 A/D Works! Open House Snacks and Search 8:00 - 12:00 True Colors 9:00 - 12:00 Mock Interviewing 2 2:00 - 4:00	23 LinkedIn 9:00 - 11:00 3 Keys To Difficult Transitions 11:00 - 12:00 Career Kick Start 2:00 - 3:00
26 Resume 1 9:00 - 11:00 Phone Interview 11:00 - 12:00 Interviewing 1 2:00 - 4:00	27 Ageless Career Search 2:00 - 4:00	28 Salary Negotiations 9:00 - 10:30 Discovering ADW! 2:00 - 3:00	29 Mock Interviewing 2 9:00 - 11:00 Get Prep'D & Get Certified 1:00 - 4:00	30 Workplace Values 9:00 - 11:00 Positive Psychology 11:00 - 12:00 Career Reinvention 2:00 - 4:00

Main office: 6974 S. Lima Street Centennial, CO 80112 Phone: 303.636.1160 www.adworks.org

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



A/D Works! Is offering a hands on Lab Series 1-4. These labs are "in person only"

You must attend the prerequisite workshop before registering for any LAB

To register:

1. Complete the prerequisite workshop (see below)

2. Then email generations@arapahoegov.com with the Lab # ('s) you plan to attend.

Tuesday	September 13 th	Lab #1 Cover letter	Prerequisite Workshop:	A/D Works! Resume 1
Wednesday	September 14 th	Lab #2 Resume	Prerequisite Workshop:	A/D Works! Resume 1
Tuesday	September 20 th	Lab #3 LinkedIn	Prerequisite Workshop:	A/D Works! LinkedIn
Wednesday	September 21 st	Lab #4 Elevator Speech/Stories	Prerequisite Workshop:	A/D Works! Interviewing 1

September 21st –ADW Connections Guest Speaker for Wednesday, Sept 21st from 1- 2 pm will be Emily Garrigus. Please join us to learn more about Spark the Change Colorado! We are innovators, idea generators, listeners, and connectors. We believe in the power of bringing people together to become change makers. Not out of duty, but out of a shared passion to unite under a mutual concern for each other. We **SPARK CHANGE** and **INSPIRE A MOVEMENT OF GOOD** through the power of volunteerism, service, and civic engagement.

All LAB's start promptly at 8:30am to 11:00am

Access Workshop Handouts at:

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

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. **Access Code 881 7055 9946**
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. **Access code - 960 9138 1342**

AARP BACK TO WORK 50+ offers free workshops, coaching and resources that can help you compete in today's fast-changing workplace. Online workshops are now available so you can take advantage of remote training. Call 1-855-850-2525 or [register here](#).

CAREER KICK START reviews the tools and competencies necessary to conduct a successful job search in the 21st century. **Access code - 953 0562 7997**

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. **Access code - 953 3467 5979**

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. **Access code - 930 1037 0124**

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.

GET PREP'D Show your next employer you have what it takes to do the job! GetPrep'D is an in-person-only, no-cost, half-day training and certification for soft skill training. The soft skills include but are not limited to communication, dependability, understanding diversity in the workplace, problem-solving, and how to take initiative in your workplace. **Join us and be the best version of yourself!**

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. This workshop is presented by experienced Career Services Advisors who can provide information learned from working with recruiter's. **Access code - 926 6219 4968**

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 **Access code - 828 5235 4769**

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. **Access code - 940 7417 6067**

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. **Access code - 986 2909 2509**

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! **Access code - 916 5954 7599**

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.

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. **Access code - 924 1469 8217**

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.

Access code - 991 7149 8384

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. **Access code - 980 0588 0527**