

October 2022 ~ A/D Works! Workshops

Our Virtual Workshops are primarily on Monday, Wednesday & Fridays

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

"The gray shaded events are "In Person Only"

To attend Virtual Mock Interviewing, email DLawrence@arapahoegov.com to request a link

Monday	Tuesday	Wednesday	Thursday	Friday
3 A/D Works! Closed No Workshops	4 Emotional Intelligence 9:00 - 11:00 Resume 1 2:00 - 4:00	5 Interviewing 1 9:00 - 11:00 Discovering ADW! 11:00 - 12:00 LinkedIn 2:00 - 4:00	6 Mock Interviewing 2 2:00 - 4:00	7 Workplace Values 9:00 - 11:00 Career Kick Start 1:00 - 2:00 Career Reinvention 2:00 - 4:00
10 Networking 9:00 - 11:00 Phone Interview 11:00 - 12:00 Resume 1 2:00 - 4:00	11 LAB #1 -Cover Letter 8:30 - 11:30 Salary Negotiations 10:30 - 12:00	12 LAB #2 – Resume 8:30 - 11:30 Growth Mindset 11:00 - 12:00 ADW Connections Arapahoe Libraries 1:30 - 3:00	13 Interviewing 1 9:00 - 11:00 Resume 2 Critique 2:00 - 4:00	14 LinkedIn 9:00 - 11:00 Discovering ADW! 11:00 - 12:00 Ageless Career Search 2:00 - 4:00
17 Resume 1 9:00 - 11:00 Discovering ADW! 1:00 - 2:00 Interviewing 1 2:00 - 4:00	18 No Workshops	19 No Workshops	20 Get Prep'D & Get Certified 9:00 - 12:00	21 Emotional Intelligence 9:00 - 11:00 Phone Interview 1:00 - 2:00 Salary Negotiations 2:00 - 3:30
24 Interviewing 1 9:00 - 11:00 Career Kickstart 11:00 - 12:00 LinkedIn 2:00 - 4:00	25 LAB #3 - Star Stories & Elevator Speech 8:30 - 11:30 AARP Foundation Back To Work 50 1:00 - 3:00 3 Keys to Difficult Transitions 3:00 - 4:00	26 LAB #4 - LinkedIn 8:30 - 11:30 Resume 1 10:00 - 12:00 Discovering ADW! 11:00 - 12:00 Career Reinvention 2:00 - 4:00	27 Phone Interview 9:00 - 10:00 Resume 2 2:00 - 4:00	28 Virtual Mock Interviewing 2 9:00 - 11:00 Networking 2:00 - 4:00
31 Workplace Values 9:00 - 11:00 Remote Work 1:00 - 2:00 Emotional Intelligence 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.



ARAPAHOE COUNTY



ADWorks! Is offering "Hands On Lab Series 1-4. These labs are "in person only"

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

To register:

1. Complete the prerequisite workshop (see below)
2. Then email generations@arapahoe.gov with the Lab # ('s) you plan to attend.

Tuesday	October 11 th	Lab #1 Cover Letters	Prerequisite Workshop:	ADWorks! Resume 1
Wednesday	October 12 th	Lab #2 Resumes	Prerequisite Workshop:	ADWorks! Resume 1
Tuesday	October 25 th	Lab #3 Star Stories	Prerequisite Workshop:	ADWorks! Interviewing 1
Wednesday	October 26 st	Lab #4 LinkedIn	Prerequisite Workshop:	ADWorks! LinkedIn

Access Workshop Handouts at:

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

ADW CONNECTIONS Join Christine Dyar, Career Services Librarian, and learn about the valuable Resources Available at Arapahoe Library district to assist in your job search. Christine will demonstrate databases to aid in job searches, resume creation and more.

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.

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.

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.

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!**

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.

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.

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!

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.