

# December 2025 A/D Works! Workshops

## IN-PERSON WORKSHOPS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>1</b> Resumes @ Castle Rock 1:30pm-2:30pm	<b>2</b> Interviewing @ Castle Rock 9am - 11am  Taller de Currículum @ Aurora 9am - 11am  Resumes @ Centennial 2pm - 3pm	<b>3</b> Fair Chance Employment @ Castle Rock 9:30am-10:30am	<b>4</b> Money Matters @ Aurora 9am - 11am  Generations @Work! Job Seekers Networking Session @ Centennial 10:30am-12pm  Interviewing @ Aurora 2pm - 4pm	<b>5</b>
<b>8</b> Career Exploration @ Castle Rock 1:30pm-2:30pm	<b>9</b> Technology & Job Search @ Castle Rock 9am - 11am  Interviewing @ Centennial 2pm - 4pm	<b>10</b>	<b>11</b> Resumes @ Aurora 2pm - 3pm	<b>12</b>
<b>15</b>	<b>16</b> Taller de Entrevista @ Aurora 9am - 11am  Technology & Job Search @ Castle Rock 1:30pm - 3:30pm  Emotional Intelligence @ Centennial 2pm - 4pm	<b>17</b>	<b>18</b> Generations @Work! Job Seekers Networking Session @ Centennial 10:30am-12pm  Interviewing @ Aurora 9am - 11am	<b>19</b>

<p style="text-align: right;"><b>22</b></p> <p>Career Exploration @ Castle Rock 9am - 10am</p>	<p style="text-align: right;"><b>23</b></p>	<p style="text-align: right;"><b>24</b></p> <p style="text-align: center;"><b>Office Closed County Holiday</b></p>	<p style="text-align: right;"><b>25</b></p> <p style="text-align: center;"><b>Office Closed County Holiday</b></p>	<p style="text-align: right;"><b>26</b></p>
<p style="text-align: right;"><b>29</b></p>	<p style="text-align: right;"><b>30</b></p> <p>LinkedIn @ Centennial 9am - 11am</p>	<p style="text-align: right;"><b>31</b></p>		

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

Arapahoe/Douglas Works! programs are federally funded with \$18,730,452.65 (~78 percent) through the U.S. Department of Labor. Additionally, ~22 percent (\$5,326,786.07) is financed by non-federal sources.

**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. Learn how to turn our transitions into learning opportunities.

**Ageless Career Search** Examine the five generations currently in our workforce, what makes them unique, and how to leverage the strengths of each group.

**Basic Financial Literacy** A basic introduction to financial literacy such as management of forms of income, creating a budget, understanding your paycheck, and self-employment.

**Career Exploration** Explore your barriers to employment and explore potential career paths.

**Career Kick Start** Learn the tools and competencies necessary to conduct a successful job search.

**Career Reinvention** Explore 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.

**Conflict Transformation** Examine how conflicts develop and identify practical approaches to conflict prevention and management.

**Discovering A/D Works!** Explore programs, services and workshops that can help you level up your job search.

**Disrupting Ageism** Identify ageist self-talk, and develop career-enhancing skills that communicate self-confidence, value teamwork, and support collaboration across age groups.

**Emotional Intelligence** Learn the importance of EQ and how it impacts your job search

**Fair Chance Employment** Learn about Colorado's fair chance employment laws, as well as tips on discussing your background and other helpful tools and strategies to assist you during your job search.

**Generations@Work!** Whether you're reentering the workforce, pivoting to a new path, or seeking meaningful employment, this program for job seekers 50+ is designed with you in mind.

- **Skills Lab** Topics vary each week.
- **Job Seekers Networking Session** Join fellow job seekers and share valuable advice, career opportunities, and connections.

**Growth Mindset** Discuss the concept behind Carol Dweck's research, explore ways to respond to everyday challenges and demands using a growth mindset lens, and learn language to help reshape the way we speak and think.

**Interviewing** The preparation required before an interview and insight into different types of interviews including panel and telephone.

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

**Job Seekers Network** Connect with fellow job seekers to share valuable advice, career opportunities, and connections.

**LinkedIn** A basic overview of how to build your profile, make connections, find jobs, follow companies, and grow your professional network.

**O\*Net OnLine** Learn to navigate and use O\*NET OnLine, a comprehensive web application that provides detailed descriptions of occupations. Begin to explore career options, identify skill requirements, and make informed decisions about your career path.

**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.

**Resumes** Provides 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.

**Remote Work** Explore skills needed for remote work and the best job boards to use to find it.

**Salary Negotiations** 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 attempt it.

**Technology and Job Search** New technology can be a useful tool in your job search. Learn how to use it effectively.

**Workplace Values** Explore your personal values and determine organizational fit for potential job satisfaction.

---

Connect with a Career Services Advisor - <https://bit.ly/3ITiuGu>



@adworks303



Arapahoe/Douglas Works!

