

December 2025

A/D Works! Workshops

VIRTUAL WORKSHOPS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 Interviewing 9am - 11am	2	3	4	5 Growth Mindset 9am - 11am Career Kick-Start 2pm - 3:30pm
8 Resumes 2pm - 3pm	9	10 Discovering A/D Works! 9am - 10am Basic Financial Literacy 2pm - 3pm	11 Money Matters 1:30pm - 3:30pm	12 Generations @Work! Job Seekers Networking Session 10:30am - 12pm
15 Salary Negotiations 2pm - 4pm	16	17 Fair Chance Employment 2pm - 3pm	18 Technology & Job Search 2pm - 3:30pm	19 Resumes 9am - 10am
22 Discovering A/D Works! 2pm - 3pm	23 Generations @Work! Job Seekers Networking Session 10:30am - 12pm	24 Office Closed County Holiday	25 Office Closed County Holiday	26 Doctors Care Information Session 9am - 10am Navigating Social Security Benefits 10am-11:30am Navigating Stress 1:30pm - 3pm
29 Workplace Values 9am - 10:30am	30	31		

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.

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

Navigating Stress Learn a range of evidence-based techniques and strategies to help manage stress and improve your overall well-being.

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!

