

May 2022 ~ A/D Works! Workshops

"In Person" on Tuesday & Thursday

Our Virtual Workshops are on M, W, F. Access codes and descriptions are on the back.

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

Monday	Tuesday	Wednesday	Thursday	Friday
<p>2</p> <p>Resume 1 9:00 - 11:00</p> <p>Interviewing 1 2:00 - 4:00</p>	<p>3</p> <p>LinkedIn 9:00 - 11:00</p> <p>3 Keys to Success 11:00 - 12:00</p> <p>Workplace Values 2:00 - 4:00</p>	<p>4</p> <p>Ageless Career Search 9:00 - 11:00</p> <p>Generations Arapahoe Libraries 1:00 - 3:00</p> <p>Discovering ADW! 3:00 - 4:00</p>	<p>5</p> <p>Dealing with Difficult People 9:00 - 11:00</p> <p>Meet the Recruiter 10:00-11:00</p> <p>Remote Work 10:30 -11:30</p> <p>Career Reinvention 2:00 - 4:00</p>	<p>6</p> <p>Mock Interviewing 2 9:00 - 11:00</p> <p>Emotional Intelligence 2:00 - 4:00</p>
<p>9</p> <p>Career Kickstart 9:00 - 10:00</p> <p>Phone Interview 2:00 - 3:00</p>	<p>10</p> <p>Interviewing 1 9:00 - 11:00</p> <p>Resume 1 2:00 - 4:00</p>	<p>11</p> <p>No Workshops Today</p>	<p>12</p> <p>LinkedIn 2:00 - 4:00</p>	<p>13</p> <p>Networking 9:00 - 11:00</p> <p>Positive Psychology 11:00 -12:00</p>
<p>16</p> <p>No Workshops Today</p>	<p>17</p> <p>No Workshops Today</p>	<p>18</p> <p>No Workshops Today</p>	<p>19</p> <p>Interviewing 1 9:00 - 11:00</p> <p>Resume 1 2:00 - 4:00</p>	<p>20</p> <p>Salary Negotiations 9:00 - 10:30</p> <p>Mock Interviewing 2 2:00 - 4:00</p>
<p>23</p> <p>Resume 1 9:00 - 11:00</p> <p>Interviewing 1 2:00 - 4:00</p>	<p>24</p> <p>Growth Mindset 9:00 - 10:00</p> <p>Resume 2 Critique 10:00 -12:00</p> <p>Networking 2:00 - 4:00</p>	<p>25</p> <p>Emotional Intelligence 9:00 - 11:00</p> <p>Generations Connecting Colorado 1:00 - 3:00</p> <p>Discovering ADW! 3:00 - 4:00</p>	<p>26</p> <p>Career Reinvention 9:00 - 11:00</p> <p>Mock Interviewing 2 2:00 - 4:00</p>	<p>27</p> <p>Ageless Career Search 9:00 - 11:00</p> <p>Job Boards 11:00 -12:00</p> <p>Phone Interview 2:00 - 3:00</p>
<p>30</p> <p>Holiday</p>	<p>31</p> <p>Emotional Intelligence 9:00 - 11:00</p> <p>Workplace Values 2:00 - 4:00</p>			

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



DOUGLAS COUNTY
COLORADO

Access Workshop Handouts at:

<https://www.adworks.org/index.php/job-seekers/online-powerpoint-workshops/>

[Generations @Work Program](#), ADW CONNECTIONS – A weekly opportunity to hear from industry experts.

MAY 4 Arapahoe Library District Career Resources, **Christine Dyar**, Career Services Librarian at Arapahoe Library District will demonstrate a variety of databases that job seekers can use to aid their search. She will show how to leverage these resources to assist with resume and cover letter building, job searches, career paths, and research into various industries. <https://arapahoelibraries.org/>

MAY 5 Dealing with Difficult People, **Stacy Winner** with Jewish Family Services will share helpful tips to deal with negative people and reduce conflicts in the workplace. <https://www.jewishfamilyservice.org/>

MAY 25 Connecting Colorado, **Clay Hoschouer** ADWorks.org Career Services Advisor and Workshop Facilitator will provide an overview of all the features and benefits of using ConnectingColorado.com as a job search resource.

AARP BACK TO WORK Call **1.855.850.2525** today to register for the next available Information Session on the AARP 7 Smart Strategies for 50+ coaching program.

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.

CAREER REINVENTION is designed for experienced professionals seeking to change careers. It explores how to redefine who you are and what you want to do and devise a personal reinvention plan.

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.

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.

INTERVIEWING PART 1 This workshop looks at the preparation required before an interview and gives insight into different types of interviews.

VIRTUAL/MOCK INTERVIEWING PART 2 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

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!

POSITIVE PSYCHOLOGY AND GROWTH MINDSET 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 success.

RESUME 1 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 2 Each resume will be reviewed by a Career Services Advisor and other classmates in a group setting offering tips and advice on layout and content, **Resume 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.