

July 2024

A/D Works! Workshops

Registration in Connecting Colorado is required to attend all workshops.

6974 S. Lima St., Centennial, CO 80112 | Phone: 303.636.1160 | www.adworks.org

Grey shaded events are In-Person Only

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2 Navigating Stress 10:30am - 12pm Resumes @ Centennial 2pm - 4pm	3 Interviewing 9am - 11am Job Seekers Networking Session @ Koelbel Library 2pm - 4pm	4 Fourth of July Office Closed	5 Overcoming Job Loss 10:30am - 12pm
8 Discovering A/D Works! 9am - 10am Interviewing 2pm - 4pm	9 Career Advance Colorado 10am - 11am Emotional Intelligence 10:30am - 12pm	10 Center for Employment Opportunities @ Centennial 10:30am - 11:30am Job Seekers Networking Session @ Koelbel Library 2pm - 4pm Technology & Job Search 2pm - 4pm	11 Skills Lab @ Koelbel Library Creative Career Search 9am - 10:30am Resumes @ Aurora 2pm - 4pm	12 Microsoft Windows 9am - 11am 3 Keys to Difficult Transitions 10:30am - 12pm Microsoft Excel Part 1 1:30pm - 3:30pm O*Net Online 2pm - 3:30pm
15 Resumes 9am - 11am	16 Positive Psychology 10:30am - 12pm Workplace Values 2pm - 4pm	17 LinkedIn 9am - 11am Job Seekers Networking Session @ Koelbel Library 2:30pm - 4:30pm	18 Skills Lab @ Koelbel Library Your Age is an Asset 9am - 10:30am Interviewing @ Aurora 9am - 11am	19 Microsoft Word Part 1 9am - 11am Disrupting Ageism 10:30am - 12pm Microsoft Excel Part 2 1:30pm - 3:30pm Connecting Colorado 2pm - 3:30pm
22 Remote Work 9am - 10:30am Discovering A/D Works! 2pm - 3pm	23 Personal Finance After Job Loss 10:30am - 12pm Interviewing @ Centennial 2pm - 4pm	24 Job Seekers Networking Session @ Koelbel Library 2pm - 4pm Basic Financial Literacy 3pm - 4pm	25 Skills Lab @ Koelbel Library Self-Talk & Self- Empowerment 9am - 10:30am Resumes @ Aurora 9am - 11am	26 Microsoft Word Part 2 9am - 11am Doctors Care 9:00am - 10:00am Conflict Transformation 10:30am - 12pm Microsoft Excel Part 3 1:30pm - 3:30pm Career Reinvention 2pm - 3:30pm
29 Networking 2pm - 4pm	30 Growth Mindset 10:30am - 12pm LinkedIn 2pm - 4pm	31 Salary Negotiations 9am - 11am Resumes 2pm - 4pm Job Seekers Networking Session @ Koelbel Library 2pm - 4pm		

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.

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

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.

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

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

Connecting Colorado Learn how to use it, create a profile that targets job openings, and connect to workshops presented throughout the state.

Discovering 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.

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 you job search

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

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 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 Boards This workshop is an introduction to job boards, what are they, how to use them, benefits of using one, different types of job boards.

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.

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

Personal Finance After Job Loss For job seekers age 50+, **practical advice** and **guidance** on how to manage finances during a job loss.

Positive Psychology We discuss thoughts, feelings, and behaviors, focusing on strengths instead of weaknesses. Discover how skills can be developed with effort and are not limited by intelligence. Understand how our thinking directly influences success.

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.

Skills Lab Emphasize expertise over age in your resume and tackle tough interview questions. Topics vary each week.

- July 11: Creative Career Search - Use imagination and creativity to fuel your career search.
- July 18: Your Age is an Asset - How to leverage life experience to land a great job.
- July 25: Self-Talk and Self-Empowerment - Your words shape your world. Learn how to train your brain to expect positive outcomes

