

August 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
			Skills Lab @ Koelbel Library Interview Review 9am - 10:30am Interviewing @ Centennial 9am - 11am	Resumes 2pm - 4pm
5	6	7	8	9
Discovering A/D Works! 9am - 10am Resumes @ Castle Rock 9am - 11am Interviewing 2pm - 4pm	Disrupting Ageism 10:30am - 12pm LinkedIn 2pm - 4pm	Job Boards 9am - 10:30am Job Seekers Networking Session @ Koelbel Library 2pm - 4pm	Skills Lab @ Koelbel Library Your Authentic Elevator Speech 9am - 10:30am Resumes @ Centennial 9am - 11am Interviewing @ Castle Rock 9am - 11am	Microsoft Windows 9am - 11am Microsoft Excel Part 1 1:30pm - 3:30pm Connecting Colorado 2pm - 3:30pm
12	13	14	15	16
Remote Work 9am - 10:30am Open Skills Lab @ Castle Rock 9am - 11am	Conflict Transformation 10:30am - 12pm Ageless Career Search 2pm - 4pm	Job Seekers Networking Session @ Koelbel Library 2pm - 4pm Basic Financial Literacy 3pm - 4pm	Skills Lab @ Koelbel Library Communication Across Generations 9am - 10:30am Resumes 9am - 11am Interviewing @ Aurora 2pm - 4pm	Microsoft Word Part 1 9am - 11am Microsoft Excel Part 2 1:30pm - 3:30pm Career Reinvention 2pm - 3:30pm
19	20	21	22	23
LinkedIn 9am - 11am Career Kick Start 2pm - 3:30pm Career Exploration @ Castle Rock 1:30pm - 2:30pm	3 Keys to Difficult Transitions 10:30am - 12pm Interviewing 2pm - 4pm	Technology & Job Search 2pm - 4pm Job Seekers Networking Session @ Koelbel Library 2pm - 4pm	Doctors Care @ Centennial 9am - 10am Resumes @ Aurora 9am - 11am Technology & Job Search @ Castle Rock 9am - 11am	Microsoft Word Part 2 9am - 11am Microsoft Excel Part 3 1:30pm - 3:30pm Discovering A/D Works! 2pm - 3pm
26	27	28	29	30
Open Skills Lab @ Castle Rock 1:30pm - 3:30pm Resumes 2pm - 4pm	Positive Psychology 10:30am - 12pm Workplace Values 2pm - 4pm	Salary Negotiations 9am - 11am Job Seekers Networking Session @ Koelbel Library 2pm - 4pm	No Workshops	Interviewing 9am - 11am O*Net Online 2pm - 3:30pm

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.

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 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

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 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.

- 8/1: Interview Review: Analyze your past interviews and ace the next one!
- 8/8: Your Authentic Elevator Speech: Discover how to craft and deliver an elevator speech.
- 8/15: Communication Across Generations: Bridge the gap and thrive in any workplace.

