

February 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 Skills Lab: Train Your Brain 9am - 10:30am Conflict Transformation 10:30am - 12pm Resumes @ Aurora 2pm - 4pm	2 Job Boards 9am - 10:30am Disrupting Ageism 10:30am - 12pm Discovering A/D Works! 2pm - 3pm
5 Discovering A/D Works! 9am - 10am	6 Growth Mindset 10:30am - 12pm Discovering BAC @ Centennial 2pm - 3pm Ageless Career Search 2pm - 4pm	7 Interviewing 9am - 11am Financial Literacy 2pm - 3pm Job Seekers Networking Session 2pm - 4pm	8 Skills Lab: First Steps to a New Career 9am - 10:30am Overcoming Job Loss 10:30am - 12pm Interviewing @ Aurora 9am - 11am Resumes @ Centennial 2pm - 4pm	9 Microsoft Windows 9am - 11am Conflict Transformation 10:30am - 12pm ONET Online 2pm - 3:30pm Microsoft Excel Part 1 1pm - 3pm
12 Resumes 9am - 11am Salary Negotiations 2pm - 4pm	13 Job Boards 9am - 10:30am Navigating Stress 10:30am - 12pm Interviewing @ Centennial 2pm - 4pm	14 LinkedIn 9am - 11am Career Exploration @ Aurora 2pm - 3pm Job Seekers Networking Session 2pm - 4pm	15 Skills Lab: Online Job Search Skills 9am - 10:30am Resumes @ Aurora 9am - 11am Personal Finance After Job Loss 10:30am - 12pm Technology & Job Search 2pm - 4pm	16 Microsoft Word Part 1 9am - 11am Overcoming Job Loss 10:30am - 12pm Connecting Colorado 2pm - 3:30pm Microsoft Excel Part 2 1pm - 3pm
19 Office Closed	20 Career Reinvention 9am - 10:30am 3 Keys to Difficult Transitions 10:30am - 12pm Workplace Values 2pm - 4pm	21 Discovering BAC @ Aurora 2pm - 3pm Financial Literacy 2pm - 3pm Job Seekers Networking Session 2pm - 4pm	22 Skills Lab: Your Authentic Elevator Speech 9am - 10:30am Interviewing @ Aurora 9am - 11am Disrupting Ageism 10:30am - 12pm Networking 2pm - 3:30pm	23 Microsoft Word Part 2 9am - 11am Growth Mindset 10:30am - 12pm Interviewing 2pm - 4pm Microsoft Excel Part 3 1pm - 3pm
26 Discovering A/D Works! 9am - 10am Career Kickstart 2pm - 3pm	27 Positive Psychology 10:30am - 12pm LinkedIn 2pm - 4pm	28 Resumes 2pm - 4pm Job Seekers Networking Session 2pm - 4pm	29 Resumes @ Aurora 9am - 11am Interviewing @ Centennial 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 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.

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 Explore Connecting Colorado's website and learn how to use it as a job board, create a profile that targets the 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.

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

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

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.

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.

Onet 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.

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 effectively use it.

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.

- February 1: Train Your Brain - You can overcome procrastination, create healthy habits, and learn new skills at any age
- February 8: First Steps to a New Career - Explore a new career that suits your skills, passions, and values.
- February 15: Online Job Search Skills - Boost Your Online Job Search Skills! Learn to search and apply for jobs online
- February 22: Your Authentic Elevator Speech - discover how to craft and deliver an elevator speech that showcases your unique strengths and reflects your personality, values, and goals

