

# December 2024 A/D Works! Workshops

**Grey shaded events are In-Person Only**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Resumes 9am - 11am  Resumes @ Castle Rock 1:30pm - 3:30pm	Interviewing @ Castle Rock 9am - 11am  Emotional Intelligence @ Centennial 2pm - 4pm	Career Reinvention 9am - 10:30am  Skills Lab @ Centennial Generations@Work! and You 1:30pm - 3pm	Skills Lab @ Centennial Self-Talk and Self- Empowerment 9am - 10:30am  Disrupting Ageism @ Centennial 10:30am - 12pm  Interviewing @ Aurora 2pm - 4pm	Microsoft Windows 9am - 11am  Growth Mindset 10:30am - 12pm  Microsoft Excel for Beginners 1:30pm - 3:30pm  Discovering A/DWorks 2pm - 3pm
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
Discovering A/D Works! 9am - 10am  Career Exploration @ Castle Rock 1:30pm - 3:30pm  Holiday Stress with AllHealth 3:00pm - 4:30  Networking 2pm - 4pm	Interviewing @ Centennial 2pm - 4pm  Technology and Job Search @ Castle Rock 9am - 11am	LinkedIn 9am - 11am  Skills Lab @ Centennial AI and You 1:30pm - 3pm  Basic Financial Literacy 2pm - 3pm	Skills Lab @ Centennial Career Decision- Making 9am - 10:30am  Overcoming Job Loss @ Centennial 10:30am - 12pm  Resumes @ Aurora 2pm - 4pm	Navigating Stress 10:30am - 12pm  Career Kick Start 2pm - 3:30pm

<p style="text-align: right;"><b>16</b></p> <p>Salary Negotiations 9am - 11am</p> <p>Resumes @ Castle Rock 9am - 11am</p>	<p style="text-align: right;"><b>17</b></p> <p>Workplace Values @ Centennial 2pm - 4pm</p> <p>Technology and Job Search @ Castle Rock 1:30pm-3:30pm</p> <p>Money Matters @ Castle Rock 1:30pm-3:30pm</p>	<p style="text-align: right;"><b>18</b></p> <p>Discovering A/D Works! 9am - 10am</p> <p>Skills Lab @ Centennial Generations@Work! and You 1:30pm - 3pm</p> <p>Technology and Job Search 2pm - 4pm</p>	<p style="text-align: right;"><b>19</b></p> <p>Skills Lab @ Centennial Your Age is an Asset 9am - 10:30am</p> <p>Interviewing @ Aurora 9am - 11am</p> <p>Conflict Transformation @ Centennial 10:30am - 12pm</p>	<p style="text-align: right;"><b>20</b></p> <p>Personal Finance After Job Loss 10:30am - 12pm</p> <p>Resume 2pm - 4pm</p>
<p style="text-align: right;"><b>23</b></p> <p>Interviewing 9am - 11am</p>	<p style="text-align: right;"><b>24</b></p> <p style="text-align: center;"><b>County Holiday</b></p> <p style="text-align: center;"><b>Office Closed</b></p>	<p style="text-align: right;"><b>25</b></p> <p style="text-align: center;"><b>County Holiday</b></p> <p style="text-align: center;"><b>Office Closed</b></p>	<p style="text-align: right;"><b>26</b></p> <p>Resumes @ Aurora 9am - 11am</p>	<p style="text-align: right;"><b>27</b></p> <p>Doctors Care 9am - 10am</p>
<p style="text-align: right;"><b>30</b></p> <p>Career Exploration @ Castle Rock 1:30pm - 3:30pm</p> <p>Resumes 2pm - 4pm</p>	<p style="text-align: right;"><b>31</b></p> <p>LinkedIn @ Centennial 2pm - 4pm</p>			

**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 identifies practical approaches to conflict prevention and management.

**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.

**Holiday Stress** Together, we will dive into all of the exciting and exhausting parts of the holiday season and how to shift our coping to accommodate for these changes.

**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 Search Support Lab** Use our computers to fill out applications, explore job boards, and register with Connecting Colorado. Career Services Advisors will be on hand to assist with questions and provide feedback.

**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.

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

**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.