

May 2023 ~ Generations@Work! Workshops

Our Virtual Workshops are primarily on Monday, Wednesday & Fridays

"The gray shaded events are "In Person Only"

Monday	Tuesday	Wednesday	Thursday	Friday
1 Resumes 9:00 - 11:00 Networking 2:00 - 4:00	2 National Small Business Week Virtual Summit 9:00 - 4:30 Overcoming Job Loss 9:00 - 11:00 Job Fair - Construction 9:00 - 11:00	3 National Small Business Week Virtual Summit 8:30 - 4:30 Generations@Work! Lab 8:30 - 11:00	4 Workplace Values 9:00 - 11:00 Disrupting Ageism 2:00 - 4:00 Statewide Outdoor Recreation Job Fair 2:00 - 6:00	5 LinkedIn 9:00 - 11:00 Discovering ADW! 1:00 - 2:00 STAR Stories Lab 2:00 - 4:00
8 Interviewing 9:00 - 11:00 Resumes 2:00 - 4:00	9 Career Reinvention 1:00 - 3:00 Info Session: Medical Assisting Apprenticeship Program with HCA/HealthONE 3:00 - 4:00	10 Generations@Work! Lab 8:30 - 11:00 Navigating Stress 2:00 - 3:00	11 Emotional Intelligence 9:00 - 11:00 Denver Dream Center Job & Resource Fair 10:00 - 1:00 LinkedIn 2:00 - 4:00	12 Connecting Colorado 9:00 - 11:00 ONETOnline 2:00 - 4:00
15 Colorado Health Careers Academy Info Session 8:00 - 5:00 Growth Mindset 10:00 - 11:00 Ageless Career Search 2:00 - 4:00	16 Interviewing 9:00 - 11:00 Resumes 2:00 - 4:00	17 Generations@Work! Lab 8:30 - 11:00 Hiring Event - Assisting Hands Home Care 10:00 - 12:00 Discovering Arapahoe/Douglas Works! Business Services 12:00 - 1:00 Hiring Event - FedEx Ground 1:00 - 3:00	18 Salary Negotiations 9:00 - 11:00 Overcoming Job Loss 2:00 - 4:00	19 LinkedIn 9:00 - 11:00 Career Reinvention 2:00 - 4:00
22 Resumes 9:00 - 11:00 Info Session: Medical Assisting Apprenticeship Program with HCA/HealthONE 11:00 - 12:00 Interviewing 2:00 - 4:00	23 Career Kick Start 10:00 - 11:00 True Colors 1:00 - 4:00	24 Generations@Work! Lab 8:30 - 11:00	25 LinkedIn 9:00 - 11:00 That's a RAP! Monthly Webinar 1:00 - 2:00	26 Discovering ADW! 11:00 - 12:00
29 Memorial Day	30 Disrupting Ageism 9:00 - 11:00 Resumes 2:00 - 4:00	31 Generations@Work! Lab 8:30 - 11:00 Interviewing 2:00 - 4:00		

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.



Access Workshop Handouts at:

[Workshops - Arapahoe/Douglas Works! \(adworks.org\)](https://adworks.org)

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 in the 21st century.

CAREER REINVENTION Is designed for experienced professionals seeking to change careers. It explores 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.

CONNECTING COLORADO is part of a state- and county-run system that delivers immediate, tangible results for your future. You can post your résumé, apply for a specific job or do a self-directed job search through our jobs database.

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.

DISRUPTING AGEISM In this workshop, participants learn to recognize ageism and develop strategies to counter ageist stereotypes in the job search process. Participants will identify ageist self-talk, and develop career-enhancing skills that communicate self-confidence, value teamwork, and support collaboration across age groups.

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.

GENERATIONS@WORK! LAB Our "Hand's on Open LABS" are designed to apply the concepts that we teach in our Arapahoe/Douglas Works!, "Resume, Interviewing and LinkedIn Workshops".

Our labs begin at 8:30am. Please be on time. The LAB's can assist you with creating, targeting, or polishing your Cover Letter, Resume, Elevator Speech or LinkedIn Profile.

The prerequisite to attending our "Hand's on Open LABS" is to have attended our A/D Works! Resume, Interviewing & LinkedIn Workshops, which provide a baseline foundation to utilize the models we discuss in our primary workshops.

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 This workshop looks at the preparation required before an interview and gives insight into different types of interviews including panel, and telephone.

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.

NAVIGATING STRESS Stress can take a significant toll on our physical and mental health. A/D Works! Navigating Stress workshop can help. In this workshop, participants will learn a range of evidence-based techniques and strategies to help manage stress and improve overall well-being. We will discuss how to recognize stressors and how to manage them effectively, creating a self-care routine that will empower participants and shape their resiliency.

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.

ONETonline The Occupational Information Network (O*NET) is a free online database that contains hundreds of job definitions to help job seekers, businesses and workforce development professionals to understand today's world of work in the United States.

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 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.

STAR STORIES LAB The prerequisite to attending our STAR Story LAB is to have attended the "A/D Works! Interviewing Workshop". The STAR Story LAB is not a workshop. This is a "Virtual Interactive Zoom LAB" to assist you in creating examples by using the STAR Story method to ace your upcoming interviews. Please have a pen, paper & a copy of your current resume handy.

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.

TRUE COLORS is proven to foster better communication and understanding, leading to stronger relationships in and out of the office. Throughout this engaging workshop everyone will be trained and provided practical tools to become an employee companies will fight for.