

November 2021 ~ A/D Works! Workshops

“In Person” on Tuesday & Thursday

Access codes for Virtual Workshop on Mon, Tues, Wed & Fri will be under the [Upcoming Events Tab](#)
 To attend Virtual Mock Interviewing, email CHoschouer@arapahoegov.com to request a link

Monday	Tuesday	Wednesday	Thursday	Friday
1	2 Salary Negotiations 9:00 – 10:30 Generations: Meet the Recruiter Virtual Presentation 10:00 – 11:00 Resume 1 2:00 – 4:00	3 Interviewing 9:00 – 11:00 Discovering ADW! 11:30 – 12:30 Workplace Values 2:00 – 4:00	4 LinkedIn 9:00 – 11:00 Resume 2 2:00 – 4:00	5 Networking 9:00 – 11:00 Phone Interview 2:00 – 3:00
8 Emotional Intelligence 1:00 – 3:00	9 Generations: Virtual workshop Informational Interviews 11:30 – 1:00 Interviewing 2:00 – 4:00	10 Resume 1 9:00 – 11:00 Discovering ADW! 11:30 – 12:30 Phone Interview 2:00 – 3:00	11 HOLIDAY	12 Virtual Mock Interviewing 9:00 – 12:00 Career Kickstart 2:00 – 3:00
15 Salary Negotiations 9:00 – 10:30 Phone Interview 2:00 – 3:00	16 Networking 9:00 – 11:00 Generations: Andrew Hudson 10:00 – 11:30 Resume 1 2:00 – 4:00	17 Interviewing 9:00 – 11:00 Discovering ADW! 11:30 – 12:30 LinkedIn 2:00 – 4:00	18 Resume 2 9:00 – 11:00 Interviewing 2 1:00 – 4:00	19 Career Reinvention 9:00 – 11:00 Emotional Intelligence 2:00 – 4:00
22 Phone Interview 9:00 – 10:00 Workplace Values 2:00 – 4:00	23 Interviewing 9:00 – 11:00 Emotional Intelligence 2:00 – 4:00	24 Resume 1 9:00 – 11:00 Career Kickstart 2:00 – 3:00	25 HOLIDAY	26 HOLIDAY
29 Ageless Career Search 9:00 – 11:00 Career Kickstart 2:00 – 3:00	30 Resume 1 9:00 – 11:00 Career Reinvention 2:00 – 4:00			

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Arapahoe/Douglas Works! is an equal opportunity agency and supports Veterans priority of service. Reasonable accommodations provided upon request.

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ARAPAHOE COUNTY



Access Workshop Handouts at:

<https://www.adworks.org/index.php/job-seekers/online-powerpoint-workshops/>

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.

DISCOVERING A/D WORKS will explore the programs, services and workshops offered at Arapahoe/ Douglas Works!

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 impacts your job search, and how to improve your own with simple to learn strategies.

INTERVIEWING This workshop looks at the preparation required before an interview and gives insight into what happens in different types of interviews including panel, and telephone. This workshop is presented by experienced Career Services Advisors who can provide information learned from working with recruiters

INTERVIEWING 2 is practice in a mock interview setting with your fellow peers, and the workshop Career Services Advisors. **Interviewing Part 1 is required prior to attending Mock Interviewing.**

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.

VIRTUAL/MOCK INTERVIEWING is practice in a mock interview setting with your fellow peers, and the workshop Career Services Advisors. **Interviewing Part 1 is required prior to attending Mock Interviewing.**

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.

PHONE INTERVIEW A common first step in the hiring process is a phone interview or screening. This workshop will give you insights on how to better prepare for the call and ace the interview!

RESUMES 1 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.

RESUMES 2 Each resume will be reviewed by a Career Services Advisor and other classmates in a group setting offering tips and advice on layout, content, headings and formatting. **Resumes Part 1 is required prior to attending Part 2**

SALARY NEGOTIATIONS Salary negotiation is 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 make an effort.

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.

Generations Workshops

MEET THE RECRUITER – Recruiter to provide insight into the IT world

INFORMATIONAL INTERVIEWS – Informational Interviews can be a key component of networking and researching organizations. Learn the steps to arrange and conduct these interviews successfully

ANDREW HUDSON "HOW TO NAVIGATE JOB BOARDS FOR JOB SEEKING SUCCESS" – Job Boards can be a valuable tool in your job search, but they also offer false hope if you are using them incorrectly. Andrew Hudson founded AH Jobs List more than 22 years ago and will teach you how to effectively navigate job boards for job search success.