

# October 2023 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](http://www.adworks.org)

Grey shaded events are In-Person Only

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2  All A/D Works! Offices are closed due to an Arapahoe County Holiday.  No Workshops	3  No Workshops	4  Resumes 2pm – 4pm	5  Open Skills Lab 8am – 10:30am  Interviewing 9am – 11am  Conflict Transformation 10:30am – 12pm  Resumes @ Altura 2pm – 4pm	6  LinkedIn 9am – 11am  Microsoft Windows 9am – 11am  3 Keys to Difficult Transitions 10:30 am – 12pm  Ageless Career Search 2pm – 4pm
9  Interviewing 2pm – 4pm	10  5 Core Skills Lab 9am – 10:30am  Growth Mindset 10:30am – 12pm  Career Exploration 1pm – 2:30pm  Salary Negotiations 2pm – 3:30pm	11  Discovering A/D Works! 9am – 10am  Financial Literacy 1pm – 2pm  Connecting Colorado 2pm – 4pm	12  Open Skills Lab 8am – 10:30am  Resumes 9am – 11am  Overcoming Job Loss 10:30am – 12pm	13  Microsoft Word Part 1 9am – 11am  Conflict Transformation 10:30am – 12pm
16  Resumes 2pm – 4pm	17  5 Core Skills Lab 9am – 10:30am  Disrupting Ageism 10:30am – 12pm  LinkedIn 2pm – 4pm	18  Discovering A/D Works! 2pm – 3pm  Discovering BAC @ Altura Plaza 2pm – 3pm	19  Open Skills Lab 8am – 10:30am  Interviewing @ Altura 9am – 11am  Positive Psychology 10:30am – 12pm  Interviewing 2pm – 4pm	20  Networking 9am – 11am  Microsoft Word Part 2 9am – 11am  Overcoming Job Loss 10:30am – 12pm  Emotional Intelligence 2pm – 4pm
23  No Workshops	24  No Workshops	25  No Workshops	26  No Workshops	27  No Workshops
30  Interviewing 9am – 11am	31  Resumes 9am – 11am  True Colors 1pm – 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** Examines the five generations currently in our workforce, what makes them unique and how to leverage the strengths of each group.

**Career Exploration** Explore your barriers to employment and explore potential career paths.

**Conflict Transformation** In gatherings for work or socializing, conflicts can arise. This workshop examines how conflicts develop and identifies practical approaches to conflict prevention and management.

**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.

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

**Disrupting Ageism** In this workshop, participants learn to combat ageism by countering stereotypes in the job search process. Learn to identify age-related self-talk and develop teamwork skills to foster collaboration across diverse age groups.

**Emotional Intelligence** 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.

**Financial Literacy** Is 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** 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** In this workshop, participants will acquire evidence-based techniques and strategies to effectively handle stress and enhance their well-being. We will explore identifying stressors and creating a self-care routine that empowers individuals.

**Positive Psychology** We will explore thoughts, feelings, and behavior, emphasizing strengths instead of weaknesses. Discover how skills can be developed through effort, not limited by intelligence, and understand how our thinking influences our success.

**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** 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.

**Salary Negotiations** 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.

**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.

**Open Lab** Join this lab to enhance your resume, interview, and LinkedIn skills taught in A/D Works! workshops. Emphasize expertise over age in your resume, tackle tough interview questions, and craft a LinkedIn profile that attracts top recruiter and employers.

**5 Core Skills Lab** Practice 5 Core Communication skills from Emotional Intelligence, Ageism, Overcoming Job Loss, Positive Psychology, and Conflict Transformation workshops in this lab. Enhance self-awareness, self-management, and obstacle navigation for increased happiness and success. Resources include self-assessment exercises, take-home projects, and role-play scenarios.

