

October 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 Workplace Values 9:00 – 11:00 Phone Interview 2:00 – 3:00
4 HOLIDAY	5 Salary Negotiations 9:00 – 10:30 Generations: Positive Psychology and Growth Mindset 11:30 – 1:00 Resume 1 2:00 – 4:00	6 Interviewing 9:00 – 11:00 Discovering ADW! 11:30 – 12:30 Resume 1 6:00 – 8:00	7 Open House 9-12 Star Stories 9:00-10:00 Elevator Speech 10:30-11:30 Resume 2 2:00 – 4:00	8 Virtual Mock Interviewing 9:00 – 12:00 Career Kickstart 2:00 – 3:00
11 Salary Negotiations 9:00 – 10:00 Phone Interview 2:00 – 3:30	12 Ageless Career Search 9:00 – 11:00 Generations: AARP Back to Work Virtual Workshop 10:00 – 11:30 Interviewing 2:00 – 4:00	13 Resume 1 9:00 – 11:00 LinkedIn 2:00 – 4:00 Workplace Values 6:00 – 8:00	14 Open House 9-12 Discovering ADW 9:00-10:00 Connecting Colorado Basics 10:30-11:30 Interviewing 2 1:00 – 4:00	15 Career Reinvention 9:00 – 11:00 Emotional Intelligence 2:00 – 4:00
18	19 Networking 9:00 – 11:00 Generations: Sarah Burton Wells Virtual Presentation 11:30 – 1:00 Resume 1 2:00 – 4:00	20 Interviewing 9:00 – 11:00 Career Kickstart 2:00 – 3:00 Emotional Intelligence 6:00 – 8:00	21 Open House 9-12 Star Stories 9:00-10:00 Elevator Speech 10:30-11:30 Resume 2 2:00 – 4:00	22 Salary Negotiations 9:00 – 11:00 Virtual Mock Interviewing 1:00 – 4:00
25 Ageless Career Search 9:00 – 11:00 Discovering ADW! 2:00 – 3:00	26 Interviewing 2:00 – 4:00	27 Resumes 9:00 – 11:00 LinkedIn 2:00 – 4:00 Career Reinvention 6:00 – 8:00	28 Open House 9-12 Networking – Meetup.com 9:00-10:00 Connecting Colorado Basics 10:30-11:30 Interviewing 2 1:00 – 4:00	29 Phone Interview 9:00 – 10:00 Networking 2:00 – 4:00

Main office: 6974 S. Lima Street Centennial, CO 80112

Phone: 303.636.1160

www.adworks.org

Access Workshop Handouts at:

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 BASICS Learn what Connecting Colorado can do for you and how we use it to support your job search experience

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

ELEVATOR SPEECH Practice developing your Elevator pitch, a thorough-yet-concise breakdown of who you are, what you've accomplished, and what makes you a tremendously qualified candidate for a specific position.

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.

ONET ONLINE Using ONETonline is a great tool to learn about the job market. This workshop will explore the value of ONET to help you in your job search.

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.

NETWORKING – MEETUP.COM learn how useful Meetup.com can be for building your network both professionally and personally.

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.

STAR STORIES Learn how to build and use the STAR method to a behavioral-based interview question by discussing the specific situation, task, action, and result of the situation you are describing.

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

POSITIVE PSYCHOLOGY AND GROWTH MINDSET - In this workshop, we will discuss thoughts, feelings, and behavior, with a focus on strengths instead of weaknesses.

AARP BACK TO WORK – call 1.855.850.2525 Call today to register for the next available Information Session and receive a free copy of the "7 Smart Strategies for 50+ Jobseekers" guide.50+ Job Candidates.

GENERATIONS – Sarah Burton Wells Virtual Presentation. This interactive session will unlock the information, clarity, strategies, and motivation you need to move your journey forward in the right direction.

MEET THE RECRUITER – Technical recruiter to provide insight into the IT world

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