

November 2024 A/D Works! Workshops

Grey shaded events are In-Person Only

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 LinkedIn 9am - 11am Discovering A/DWorks 2p - 3pm
4 Networking 9am - 11am Resumes @ Castle Rock 1:30pm - 3:30pm	5 Interviewing @ Castle Rock 9am - 11am Disrupting Ageism 10:30am - 12pm Resumes @ Centennial 2pm - 4pm	6 Salary Negotiations 9am - 11am	7 Skills Lab: Step Up Your Career Search @ Koelbel Library 1pm - 2:30pm Interviewing @ Aurora 2pm - 4pm	8 Microsoft Windows 9am - 11am Career Reinvention 9am - 10:30am Excel for Beginners 1:30pm - 3:30pm
11 VETERANS DAY Office Closed	12 Skills Lab: Resumes @ Castle Rock 9am - 11am Interviewing @ Centennial 2pm - 4pm	13 Basic Financial Literacy 2pm - 3pm	14 Discovering A/DWorks @ Centennial 9am - 10am Skills Lab: Virtual Interview Essential Checklist @ Koelbel Library 1pm - 2:30pm Resumes @ Aurora 2pm - 4pm	15 Microsoft Word Part 1 9am - 11am Ageless Career Search 2pm - 3:30pm

<p style="text-align: right;">18</p> <p>LinkedIn 2pm - 4pm</p>	<p style="text-align: right;">19</p> <p>Technology and Job Search @ Castle Rock 9am - 11am</p> <p>Positive Psychology 10:30am - 12pm</p> <p>Emotional Intelligence 2pm - 4pm</p>	<p style="text-align: right;">20</p> <p>Resumes 9am - 11am</p> <p>Intro to BAC @ Aurora 2pm - 3pm</p>	<p style="text-align: right;">21</p> <p>Interviewing @ Aurora 9am - 11am</p> <p>Doctors Care 9am - 10am</p> <p>Skills Lab: Strengths-First Job Search Strategies @ Koelbel Library 1pm - 2:30pm</p>	<p style="text-align: right;">22</p> <p style="text-align: center;">No Workshops</p>
<p style="text-align: right;">25</p> <p>Interviewing 9am - 11am</p> <p>Career Exploration @ Castle Rock 1pm - 2:30pm</p> <p>Discovering A/DWorks 2pm - 3pm</p>	<p style="text-align: right;">26</p> <p>Job Search Support Lab @ Castle Rock 9am - 11am</p> <p>Conflict Transformation 10:30am - 12pm</p> <p>Workplace Values @ Centennial 2pm - 4pm</p>	<p style="text-align: right;">27</p> <p>Technology and Job Search 9am - 11am</p>	<p style="text-align: right;">28</p> <p style="text-align: center;">THANKSGIVING Holiday Office Closed</p>	<p style="text-align: right;">29</p> <p style="text-align: center;">Office Closed</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.

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.

Positive Psychology Find the positives in your personal journey where we discuss thoughts, feelings, and behaviors, focusing on strengths instead of weaknesses.

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.

- 11/7 – Step Up Your Career Search: Strategies to move from confusion to conclusion
- 11/14 – Virtual Interview Essential Checklist
- 11/21 Strengths-First Job Search Strategies

Connect with a Career Services Advisor - <https://bit.ly/3ITiuGu>

 @adworks303

 Arapahoe/Douglas Works!

