

September 2021 ~ A/D Works Workshops

"In Person" on Tuesday & Thursday

Access codes for each Virtual Workshop on Mon, Tues & 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 Salary Negotiations 9:00 – 10:30 Discovering ADW! 11:00 – 12:00 Career Reinvention 2:00 – 4:00	2 LinkedIn 9:00 – 11:00 Open House 1-4pm Discovering ADW! 1:30-2:30 Job Boards 3:00-4:00	3 Workplace Values 9:00 – 11:00 Phone Interview 2:00 – 3:00
6 HOLIDAY	7 Networking 9:00 – 11:00 Ageless Career Search 2:00 – 4:00	8 Interviewing 9:00 – 11:00 Resume 1 2:00 – 4:00 Salary Negotiations 6:00 – 7:30	9 Emotional Intelligence 9:00 – 11:00 Open House 1-4pm Discovering ADW! 1:30-2:30 Remote Work 3:00-4:00	10 Virtual Mock Interviewing 9:00 – 12:00 Career Kickstart 2:00 – 3:00
13 Phone Interview 9:00 – 10:00 Salary Negotiations 2:00 – 3:30	14 Resume 1 9:00 – 11:00 Generations: AARP Back to Work Virtual Workshop 10:00 – 11:30 Interviewing 2:00 – 4:00	15 LinkedIn 9:00 – 11:00 Ageless Career Search 2:00 – 4:00 Resume 1 6:00 – 8:00	16 Open House 1-4pm Discovering ADW! 1:30-2:30 ONET Online 3:00-4:00	17 Career Reinvention 9:00 – 11:00 Networking 2:00 – 4:00
20	21 Phone Interview 9:00 – 10:00 Generations: Karen Browns Virtual Presentation 11:30 – 1:00 Workplace Values 2:00 – 4:00	22 Salary Negotiations 9:00 – 10:30 Resumes 2:00 – 4:00 Emotional Intelligence 6:00 – 8:00	23 Career Reinvention 9:00 – 11:00 Open House 1-4pm Employer Panel Discussion 1:30-2:30 3 Keys to Difficult Transitions 3:00-4:00	24 Interviewing 9:00 – 11:00 Virtual Mock Interviewing 1:00 – 4:00
27 Ageless Career Search 9:00 – 11:00 Discovering ADW! 2:00 – 3:00	28 Resume 1 9:00 – 11:00 Generations: Meet the Recruiter Virtual Presentation 10:00 – 11:00 Interviewing 2:00 – 4:00	29 Emotional Intelligence 9:00 – 11:00 Networking 2:00 – 4:00 Career Reinvention 6:00 – 8:00	30 Open House 1-4pm Discovering ADW! 1:30-2:30 Career Kickstart 3:00-4:00	

Access Workshop Handouts at:

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

3 KEYS TO DIFFICULT TRANSITIONS Changes are uncomfortable, transitions can be rich growth opportunities. Learn about the value of understanding change, identifying transitions and finding the treasures that show up on the journey.

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 ARAPAHOE/DOUGLAS 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.

JOB BOARDS We will take an in depth look into Built in Colorado, to include fresh jobs, categories and locations.

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.

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!

REMOTE WORK Opportunities for Remote Work are growing exponentially? This workshop will discuss the skills needed to do remote work, where to find remote work opportunities and how to succeed as a remote worker.

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

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 – Karen Brown, Older Adults - Assets to Colorado

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.

www.adworks.org