

# Virtual Workshop Calendar



July  
2022

Workshop	Day	Date	Start	Location	Contact
Leadership	Fri	7/1/22	11:00am	VIRTUAL	<a href="mailto:acoulter@adcogov.org">acoulter@adcogov.org</a>
Interview Overview	Tue	7/5/22	9:00am	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Financial Lit: Budgeting Basics	Tue	7/5/22	1:00pm	VIRTUAL	<a href="mailto:djuarezsanchez@adcogov.org">djuarezsanchez@adcogov.org</a>
Self-Care for Balance	Wed	7/6/22	9:30pm	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Resume Int: Overview/Targeting	Wed	7/6/22	1:00pm	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Marketing Yourself Successfully	Thu	7/7/22	11:00am	VIRTUAL	<a href="mailto:bmcdyre@adcogov.org">bmcdyre@adcogov.org</a>
Financial Lit: Credit-Know Before You Owe	Thu	7/7/22	1:00pm	VIRTUAL	<a href="mailto:djuarezsanchez@adcogov.org">djuarezsanchez@adcogov.org</a>
Cover Letter	Mon	7/11/22	9:00am	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Resume Int: Job Description Analysis	Mon	7/11/22	1:00pm	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Job Search with a Criminal Background	Tue	7/12/22	9:00am	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Job Development Prep	Tue	7/12/22	11:00am	VIRTUAL	<a href="mailto:talentpool@adcogov.org">talentpool@adcogov.org</a>
Financial Lit: Credit Reports & Scores	Tue	7/12/22	1:00pm	VIRTUAL	<a href="mailto:djuarezsanchez@adcogov.org">djuarezsanchez@adcogov.org</a>
Adams County Job Club	Tue	7/12/22	1:00pm	VIRTUAL	<a href="mailto:gmcboat@adcogov.org">gmcboat@adcogov.org</a>
Workplace Communication	Wed	7/13/22	9:30am	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Career Exploration	Thu	7/14/22	1:00pm	VIRTUAL	<a href="mailto:bmcdyre@adcogov.org">bmcdyre@adcogov.org</a>
Take Control	Fri	7/15/22	10:00am	VIRTUAL	<a href="mailto:acoulter@adcogov.org">acoulter@adcogov.org</a>
Interview Int: Responding to Questions	Fri	7/15/22	1:00pm	VIRTUAL	<a href="mailto:acoulter@adcogov.org">acoulter@adcogov.org</a>
Interview Int: Success Stories	Mon	7/18/22	9:00am	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Connecting Colorado	Mon	7/18/22	1:00pm	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Conflict Resolution: Part One	Tue	7/19/22	9:00am	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Financial Lit: Money & Stress	Tue	7/19/22	1:00pm	VIRTUAL	<a href="mailto:djuarezsanchez@adcogov.org">djuarezsanchez@adcogov.org</a>
Conflict Resolution: Part Two	Wed	7/20/22	9:30am	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Resume Intensive: Accomplishment Statements	Wed	7/20/22	1:00pm	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Elements of Networking	Thu	7/21/22	11:00am	VIRTUAL	<a href="mailto:bmcdyre@adcogov.org">bmcdyre@adcogov.org</a>
Resume Intensive: Layout and Formatting	Tue	7/26/22	9:00am	VIRTUAL	<a href="mailto:bmcdyre@adcogov.org">bmcdyre@adcogov.org</a>
Job Development Prep	Tue	7/26/22	11:00am	VIRTUAL	<a href="mailto:talentpool@adcogov.org">talentpool@adcogov.org</a>
Adams County Job Club	Tue	7/26/22	1:00pm	VIRTUAL	<a href="mailto:gmcboat@adcogov.org">gmcboat@adcogov.org</a>
Financial Lit: Meal Planning on a Budget	Tue	7/26/22	1:00pm	VIRTUAL	<a href="mailto:djuarezsanchez@adcogov.org">djuarezsanchez@adcogov.org</a>
Interview Intensive: Types of Interviews	Wed	7/27/22	10:30am	VIRTUAL	<a href="mailto:acoulter@adcogov.org">acoulter@adcogov.org</a>
Moving Up in the Workplace	Thu	7/28/22	1:00pm	VIRTUAL	<a href="mailto:bmcdyre@adcogov.org">bmcdyre@adcogov.org</a>
Linked In	Fri	7/29/22	10:00am	VIRTUAL	<a href="mailto:acoulter@adcogov.org">acoulter@adcogov.org</a>
Manage Time	Fri	7/29/22	1:00pm	VIRTUAL	<a href="mailto:acoulter@adcogov.org">acoulter@adcogov.org</a>

Register for workshops on Connecting Colorado: [www.connectingcolorado.com](http://www.connectingcolorado.com)

**Check in at WBC front desk ten minutes prior to start time for IN-PERSON workshops.**

**VIRTUAL workshops are held via Zoom.**

*Log in through your computer by downloading the app or pasting the link into your browser.*

*If you do not have audio/video on your computer, you can access via the Zoom app on any smartphone.*

**The Zoom link can be accessed on your EVENT CALENDAR in Connecting Colorado the day of the workshop.**

**GED Prep offered VIRTUALLY and IN PERSON at the Adams County WBC!**

Contact Ashley Coulter at [WBCGED@adcogov.org](mailto:WBCGED@adcogov.org) or your case manager for more information.

*Workshop Descriptions*

**Adams County Job Club:** Job seekers network with peers, provide support to one another, talk about challenges and successes, and practice more intensive job preparedness skills. Each person introduces themselves with an Elevator Speech.

**Career Exploration:** Conduct a thorough self-analysis and learn about assessments that can help you identify a career path that will be a great fit for YOU!

**Communication:** Learn the tools you need to communicate more effectively in interviews and the workplace.

**Computer Basics (IN PERSON):** These workshops are for beginning computer users. In Getting Started, practice using the mouse and navigating the computer system. In Email and Internet, gain a basic understanding of these key resources.

**Conflict Resolution Part 1 & 2:** Many of us don't handle conflict so well. Learn how to build stronger relationships and create greater success by effectively managing and resolving conflict. TWO SESSION WORKSHOP.

**Connecting Colorado:** Learn how to effectively utilize the database used by all Workforce Centers in the state to connect job seekers with employers.

**Cover Letter:** Learn strategies for a targeted cover letter that gives you an edge in your job search.

**Critical Thinking:** Learn how to effectively analyze and solve work problems, develop more and better ideas, make fewer mistakes, and get more out of training and other learning opportunities on the job.

**Elements of Networking:** Understand the basics of networking and how to leverage yours for successful job search.

**Financial Literacy:** Regain financial confidence when you join us each week to learn more about budgeting, credit, managing financial stress, and eating well on a budget.

**Interview Workshops:** The *overview* provides a high-level view of interview strategies and *intensives* offer an opportunity for in-depth exploration of specific interview concepts with hands-on exercises built in to practice skills.

**Job Development Prep Class:** Learn the Job Development program works to connect you with employers as well as best practices for your job search.

**Job Searching with a Criminal Background:** Explore ways to discuss your criminal background with confidence and to reframe past mistakes into current strengths.

**Leadership:** Learn to communicate effectively, keep morale high, motivate every single worker to perform well, maximize efficiency and achieve collective goals.

**LinkedIn:** A hands-on lab to create or strengthen your profile. Also, learn basic networking features of LinkedIn.

**Manage Time for Success:** Gain a new perspective on time management and learn strategies to make the most of your time.

**Managing Change:** Discover how to embrace change and use it to your advantage.

**Marketing Yourself Successfully:** Learn how to create your personal brand that will give you consistency and confidence as you market yourself to employers.

**Moving Up in the Workplace:** Assess how valuable you are to your employer and explore how you can strategically prepare yourself for that next career move.

**Professional Relationships:** Learn skills for responding positively to feedback, dealing with difficult people and strategies to build strong relationships at work!

**Resume Workshops:** The *overview* provides a high-level view of resume strategies and *intensives* offer an opportunity for in-depth exploration of specific resume concepts with hands-on exercises built in to practice skills.

**Self-Care for Balance:** Reclaim your life by creating space for the things you enjoy. Learn the keys for a more balanced life.

**Selling Your Soft-Skills to Employers:** Employers are making hiring decisions based on the soft-skills. Learn what soft-skills look like on the job and how to communicate them to employers.

**Take Control of Your Life:** Understand what is, and what isn't, within our control. Discover strategies that can give you a greater sense of control in your life.