

# Virtual Workshop Calendar



## March 2023

Workshop	Day	Date	Start	Location	Contact
Selling Your Skills	Wed	3/1/23	9:00am	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Workplace Communication	Thu	3/2/23	9:00am	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Leadership- What makes a Good Leader	Thu	3/2/23	11:00am	VIRTUAL	<a href="mailto:bmcdyre@adcogov.org">bmcdyre@adcogov.org</a>
Linked In- Getting Started	Fri	3/3/23	9:00am	VIRTUAL	<a href="mailto:bmcdyre@adcogov.org">bmcdyre@adcogov.org</a>
Interpersonal Communication	Tue	3/7/23	9:00am	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Interview Int: Overview	Tue	3/7/23	11:00am	VIRTUAL	<a href="mailto:bmcdyre@adcogov.org">bmcdyre@adcogov.org</a>
Resume Int: Overview	Tue	3/7/23	1:00pm	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Adams County Job Club	Tue	3/7/23	1:00pm	VIRTUAL	<a href="mailto:gmcboat@adcogov.org">gmcboat@adcogov.org</a>
Computer Basics	Wed	3/8/23	1:00pm	IN-PERSON	<a href="mailto:bmcdyre@adcogov.org">bmcdyre@adcogov.org</a>
Career Exploration	Thu	3/9/23	9:00pm	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Cover Letter	Thu	3/9/23	1:00pm	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Marketing Yourself Successfully	Fri	3/10/23	9:00am	VIRTUAL	<a href="mailto:bmcdyre@adcogov.org">bmcdyre@adcogov.org</a>
Leadership, through Modeling & Support	Fri	3/10/23	11:00am	VIRTUAL	<a href="mailto:acoulter@adcogov.org">acoulter@adcogov.org</a>
Connecting Colorado	Mon	3/13/23	11:00am	VIRTUAL	<a href="mailto:acoulter@adcogov.org">acoulter@adcogov.org</a>
Conflict Resolution Part 1	Tue	3/14/23	9:00am	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Self-Care for Balance	Tue	3/14/23	1:00pm	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Manage Time	Wed	3/15/23	9:00am	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Computer: Video Conferencing	Wed	3/15/23	1:00pm	IN-PERSON	<a href="mailto:bmcdyre@adcogov.org">bmcdyre@adcogov.org</a>
Resume Int: Job Description Analysis	Thu	3/16/23	9:00am	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Interview Int: Responding to Questions	Thu	3/16/23	11:00am	VIRTUAL	<a href="mailto:bmcdyre@adcogov.org">bmcdyre@adcogov.org</a>
Professional Relationships	Thu	3/16/23	1:00pm	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Take Control of Your Life	Fri	3/17/23	11:00am	VIRTUAL	<a href="mailto:acoulter@adcogov.org">acoulter@adcogov.org</a>
Moving Up in the Workplace	Fri	3/17/23	1:00pm	VIRTUAL	<a href="mailto:bmcdyre@adcogov.org">bmcdyre@adcogov.org</a>
Cover Letter	Tue	3/21/23	9:00am	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Interview Int: Success Stories	Tue	3/21/23	11:00am	VIRTUAL	<a href="mailto:bmcdyre@adcogov.org">bmcdyre@adcogov.org</a>
Conflict Resolution Part 2	Tue	3/21/23	1:00pm	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Adams County Job Club	Tue	3/21/23	1:00pm	VIRTUAL	<a href="mailto:gmcboat@adcogov.org">gmcboat@adcogov.org</a>
Computer: Professional Communication Tools	Wed	3/22/23	1:00pm	IN-PERSON	<a href="mailto:bmcdyre@adcogov.org">bmcdyre@adcogov.org</a>
Resume Intensive: Accomplishment Statements	Thu	3/23/23	1:00am	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Linked In- Perfecting your Profile	Fri	3/24/23	9:00am	VIRTUAL	<a href="mailto:acoulter@adcogov.org">acoulter@adcogov.org</a>
Elements of Networking	Fri	3/24/23	11:00am	VIRTUAL	<a href="mailto:bmcdyre@adcogov.org">bmcdyre@adcogov.org</a>
Manage Change	Mon	3/27/23	11:00am	VIRTUAL	<a href="mailto:acoulter@adcogov.org">acoulter@adcogov.org</a>
Resume Intensive: Layout and Formatting	Tue	3/28/23	1:00am	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Job Search with a Criminal Background	Wed	3/29/23	9:00am	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Interview Intensive: Types of Interviews	Wed	3/29/23	1:00pm	VIRTUAL	<a href="mailto:bmcdyre@adcogov.org">bmcdyre@adcogov.org</a>
Critical Thinking	Thu	3/30/23	1:00pm	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>

Register for and access 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. 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 (IN PERSON):** Computer Basics- for beginning computer users. Video Conferencing- learn to use online software tools for virtual interviews. Virtual Communication- Learn to communicate by email, chat, document sharing and social media.

**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.

**Interpersonal Communication:** Learn your communication style and it's strengths as well as ways of adapting to the styles of others for more effective communication.

**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 Part 1 & 2:** Two separate workshops, one focuses on "What it means to be a good leader" and the other addresses "How to model good leadership skills and support employees to be successful."

**LinkedIn:** A hands-on lab to create your profile in Part 1 and perfecting your profile in Part 2. 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.