

Virtual Workshop Calendar



September
2023

Notice to Applicant- Equal Employment is the law

Workshop	Day	Date	Start	Location	Contact
Cover Letter	Fri	9/1/23	11:00am	VIRTUAL	bmcdyre@adcogov.org
Resume Intensive: Overview	Tue	9/5/23	9:00am	VIRTUAL	sroberts@adcogov.org
Interview Intensive: Overview	Tue	9/5/23	11:00am	VIRTUAL	bmcdyre@adcogov.org
Take Control of Your Life	Tue	9/5/23	1:00pm	VIRTUAL	sroberts@adcogov.org
Computer; Basic	Tue	9/5/23	1:00pm	IN-PERSON	bmcdyre@adcogov.org
Workplace Communication	Thu	9/7/23	9:00am	VIRTUAL	sroberts@adcogov.org
Selling Your Skills	Thu	9/7/23	11:00am	VIRTUAL	bmcdyre@adcogov.org
Career Exploration	Thu	9/7/23	1:00pm	VIRTUAL	sroberts@adcogov.org
Connecting Colorado	Fri	9/8/23	9:00am	VIRTUAL	acoulter@adcogov.org
Manage Time	Fri	9/8/23	11:00am	VIRTUAL	acoulter@adcogov.org
Leadership- What makes a Good Leader	Mon	9/11/23	9:00am	VIRTUAL	bmcdyre@adcogov.org
Linked In; Getting Started	Mon	9/11/23	11:00am	VIRTUAL	acoulter@adcogov.org
Conflict Resolution Part 1	Tue	9/12/23	9:00am	VIRTUAL	sroberts@adcogov.org
Adams County Job Club	Tue	9/12/23	1:00pm	VIRTUAL	gmcboat@adcogov.org
Resume Intensive: Job Description Analysis	Tue	9/12/23	1:00pm	VIRTUAL	sroberts@adcogov.org
Cover Letter	Thu	9/14/23	9:00am	VIRTUAL	sroberts@adcogov.org
Interview Intensive: Responding to Questions	Thu	9/14/23	11:00am	VIRTUAL	bmcdyre@adcogov.org
Self-Care for Balance	Thu	9/14/23	1:00pm	VIRTUAL	sroberts@adcogov.org
Elements of Networking	Fri	9/15/23	9:00am	VIRTUAL	bmcdyre@adcogov.org
Leadership, through Modeling & Support	Fri	9/15/23	11:00am	VIRTUAL	acoulter@adcogov.org
Marketing Yourself Successfully	Mon	9/18/23	9:00am	VIRTUAL	bmcdyre@adcogov.org
Professional Relationships	Tue	9/19/23	9:00am	VIRTUAL	sroberts@adcogov.org
Conflict Resolution Part 2	Tue	9/19/23	1:00pm	VIRTUAL	sroberts@adcogov.org
Computer; Basic	Wed	9/20/23	1:00pm	IN-PERSON	bmcdyre@adcogov.org
Resume Intensive: Accomplishment Statements	Thu	9/21/23	9:00am	VIRTUAL	sroberts@adcogov.org
Interview Intensive: Success Stories	Thu	9/21/23	11:00am	VIRTUAL	bmcdyre@adcogov.org
Interpersonal Communication	Thu	9/21/23	1:00pm	VIRTUAL	sroberts@adcogov.org
Critical Thinking	Fri	9/22/23	11:00am	VIRTUAL	acoulter@adcogov.org
Interview Intensive: Types of Interviews	Mon	9/25/23	9:00am	VIRTUAL	bmcdyre@adcogov.org
Linked In- Perfecting your Profile	Mon	9/25/23	11:00am	VIRTUAL	acoulter@adcogov.org
Resume Intensive: Layout & Formatting	Tue	9/26/23	9:00am	VIRTUAL	sroberts@adcogov.org
Adams County Job Club	Tue	9/26/23	1:00pm	VIRTUAL	gmcboat@adcogov.org
Listening Session for Job Seekers	Tue	9/26/23	1:00pm	VIRTUAL	sroberts@adcogov.org
Moving Up in the Workplace	Thu	9/28/23	9:00am	VIRTUAL	bmcdyre@adcogov.org
Job Search with a Difficult Background	Fri	9/29/23	9:00am	VIRTUAL	bmcdyre@adcogov.org
Manage Change	Fri	9/29/23	11:00am	VIRTUAL	acoulter@adcogov.org

Register for and access workshops on Connecting Colorado:

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: WBCGED@adcogov.org or your case manager for more information.

GED Hotline: 720-523-4595

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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 to effectively use the database used by 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 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. Learn basic networking features of LinkedIn.

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.

If you have any questions about Adams County Workshops!

Contact the Trainers at WBCtrainers@adcogov.org.