

# Virtual Workshop Calendar



Notice to Applicant- Equal Employment is the law

## February 2024

Workshop	Day	Date	Start	Location	Contact
LinkedIn 1, Getting Started	Thu	2/1/2024	11:00am	VIRTUAL	<a href="mailto:bmcdyre@adcogov.org">bmcdyre@adcogov.org</a>
Connecting Colorado	Fri	2/2/2024	9:00am	VIRTUAL	<a href="mailto:acoulter@adcogov.org">acoulter@adcogov.org</a>
Elements of Networking	Fri	2/2/2024	12:00pm	VIRTUAL	<a href="mailto:acoulter@adcogov.org">acoulter@adcogov.org</a>
Interview Intensive: Overview	Mon	2/5/2024	9:00am	VIRTUAL	<a href="mailto:bmcdyre@adcogov.org">bmcdyre@adcogov.org</a>
Selling Your Skills	Mon	2/5/2024	1:00pm	VIRTUAL	<a href="mailto:bmcdyre@adcogov.org">bmcdyre@adcogov.org</a>
Adams County Job Club	Tue	2/6/2024	1:00pm	VIRTUAL	<a href="mailto:gmboat@adcogov.org">gmboat@adcogov.org</a>
Cover Letter	Tue	2/6/2024	1:00pm	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Resume/Cover Letter Lab	Wed	2/7/2024	11:00am	IN-PERSON	<a href="mailto:WBCTrainers@adcogov.org">WBCTrainers@adcogov.org</a>
Communication Skills	Thu	2/8/2024	9:00am	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Leadership, What makes a Good Leader	Thu	2/8/2024	11:00am	VIRTUAL	<a href="mailto:bmcdyre@adcogov.org">bmcdyre@adcogov.org</a>
Resume Intensive: Overview	Thu	2/8/2024	1:00pm	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Organization & Attention to Detail	Fri	2/9/2024	9:00am	VIRTUAL	<a href="mailto:acoulter@adcogov.org">acoulter@adcogov.org</a>
Financial Lit; Intro to Budgeting	Fri	2/9/2024	11:00am	VIRTUAL	<a href="mailto:emily.gardner@myfw.com">emily.gardner@myfw.com</a>
LinkedIn 2, Perfecting your Profile	Fri	2/9/2024	12:00pm	VIRTUAL	<a href="mailto:acoulter@adcogov.org">acoulter@adcogov.org</a>
Marketing Yourself Successfully	Mon	2/12/2024	9:00am	VIRTUAL	<a href="mailto:bmcdyre@adcogov.org">bmcdyre@adcogov.org</a>
Leadership, through Modeling & Support	Mon	2/12/2024	11:00am	VIRTUAL	<a href="mailto:acoulter@adcogov.org">acoulter@adcogov.org</a>
Career Exploration 1	Mon	2/12/2024	1:00pm	VIRTUAL	<a href="mailto:bmcdyre@adcogov.org">bmcdyre@adcogov.org</a>
Teamwork & Collaboration	Tue	2/13/2024	9:00am	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Self-Care for Balance	Tue	2/13/2024	1:00pm	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Computer Basics	Wed	2/14/2024	1:30pm	IN-PERSON	<a href="mailto:bmcdyre@adcogov.org">bmcdyre@adcogov.org</a>
Resume Intensive; Job Description Analysis	Thu	2/15/2024	9:00am	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Interview Intensive: Responding to Questions	Thu	2/15/2024	11:00am	VIRTUAL	<a href="mailto:bmcdyre@adcogov.org">bmcdyre@adcogov.org</a>
Job Search with a Difficult Background	Thu	2/15/2024	1:00pm	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Adams County Job Club	Tue	2/20/2024	1:00pm	VIRTUAL	<a href="mailto:gmboat@adcogov.org">gmboat@adcogov.org</a>
Cover Letter	Tue	2/20/2024	1:00pm	VIRTUAL	<a href="mailto:bmcdyre@adcogov.org">bmcdyre@adcogov.org</a>
Resume/Cover Letter Lab	Wed	2/21/2024	11:30am	IN-PERSON	<a href="mailto:WBCTrainers@adcogov.org">WBCTrainers@adcogov.org</a>
Conflict Resolution Part 1	Thu	2/22/2024	9:00am	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Interview Intensive: Success Stories	Thu	2/22/2024	11:00am	VIRTUAL	<a href="mailto:bmcdyre@adcogov.org">bmcdyre@adcogov.org</a>
Resume Intensive: Accomplishment Statements	Thu	2/22/2024	1:00pm	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Manage Change & Adaptability	Fri	2/23/2024	9:00am	VIRTUAL	<a href="mailto:acoulter@adcogov.org">acoulter@adcogov.org</a>
Financial Lit; Credit Scores & Reports	Fri	2/23/2024	11:00am	VIRTUAL	<a href="mailto:emily.gardner@myfw.com">emily.gardner@myfw.com</a>
Take Control with EI	Fri	2/23/2024	12:00pm	VIRTUAL	<a href="mailto:acoulter@adcogov.org">acoulter@adcogov.org</a>
Interview Intensive: Types of Interviews	Mon	2/26/2024	9:00am	VIRTUAL	<a href="mailto:bmcdyre@adcogov.org">bmcdyre@adcogov.org</a>
Career Exploration 2	Mon	2/26/2024	11:00am	VIRTUAL	<a href="mailto:acoulter@adcogov.org">acoulter@adcogov.org</a>
Resume Intensive: Layout & Formatting	Tue	2/27/2024	9:00am	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Conflict Resolution Part 2	Tue	2/27/2024	1:00pm	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Computer Basics	Wed	2/28/2024	1:30pm	IN-PERSON	<a href="mailto:bmcdyre@adcogov.org">bmcdyre@adcogov.org</a>
Active Listening	Thu	2/29/2024	9:00am	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Critical Thinking	Thu	2/29/2024	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: [WBCGED@adcogov.org](mailto: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.

**Active Listening:** Learn the skills needed to listen attentively and use techniques to becoming a better listener.

**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 Skills:** 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.

**In-Person Lab:** Come in for resume, cover letter writing lab and get staff feedback on your professional documents.

**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. Learn basic networking features of LinkedIn.

**Managing Change & Adaptability:** 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.

**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.

**Resume/Cover letter Lab:** This is an in-person workshop for working on writing your job search documents with staff guidance.

**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.

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

**If you have any questions about Adams County Workshops!**  
 Contact the Trainers at [WBCtrainers@adcogov.org](mailto:WBCtrainers@adcogov.org).