

Workshop Calendar



Notice to Applicant- Equal Employment is the law

April 2024

Workshop	Day	Date	Start	Location	Contact
Connecting Colorado	Mon	4/1/2024	9:00am	VIRTUAL	bmcdyre@adco.gov.org
Selling Your Skills	Mon	4/1/2024	1:00pm	VIRTUAL	bmcdyre@adco.gov.org
Cover Letter	Tue	4/2/2024	9:00am	VIRTUAL	sroberts@adco.gov.org
Organization & Attention to Details	Tue	4/2/2024	1:00pm	VIRTUAL	sroberts@adco.gov.org
Adams County Job Club	Tue	4/2/2024	1:00pm	VIRTUAL	gmcboat@adco.gov.org
Resume/Cover Letter Lab	Wed	4/3/2024	11:00am	IN-PERSON	WBCTrainers@adco.gov.org
Resume Intensive: Targeting Strategies	Thu	4/4/2024	9:00am	VIRTUAL	sroberts@adco.gov.org
Interview Intensive: Overview	Thu	4/4/2024	11:00am	VIRTUAL	bmcdyre@adco.gov.org
Communication Skills	Thu	4/4/2024	1:00pm	VIRTUAL	sroberts@adco.gov.org
Financial Literacy: Intro to Budgeting	Fri	4/5/2024	11:00am	VIRTUAL	emily.gardner@myfw.com
Manage Change & Adaptability	Fri	4/5/2024	12:00pm	VIRTUAL	acoulter@adco.gov.org
Interview Intensive: Responding to Questions	Mon	4/8/2024	9:00am	VIRTUAL	bmcdyre@adco.gov.org
Leadership, what makes a good leader	Mon	4/8/2024	1:00pm	VIRTUAL	bmcdyre@adco.gov.org
Resume Intensive; Job Description Analysis	Tue	4/9/2024	9:00am	VIRTUAL	sroberts@adco.gov.org
Teamwork & Collaboration	Tue	4/9/2024	1:00pm	VIRTUAL	sroberts@adco.gov.org
Computer Basics	Wed	4/10/2024	1:30pm	IN-PERSON	bmcdyre@adco.gov.org
Active Listening	Thu	4/11/2024	9:00am	VIRTUAL	sroberts@adco.gov.org
Career Exploration	Thu	4/11/2024	11:00am	VIRTUAL	bmcdyre@adco.gov.org
Self-Care for Balance	Thu	4/11/2024	1:00pm	VIRTUAL	sroberts@adco.gov.org
Leadership through Modeling & Support	Fri	4/12/2024	12:00pm	VIRTUAL	acoulter@adco.gov.org
LinkedIn, Getting Started	Mon	4/15/2024	9:00am	VIRTUAL	bmcdyre@adco.gov.org
Interview Intensive: Success Stories	Mon	4/15/2024	1:00pm	VIRTUAL	bmcdyre@adco.gov.org
Resume Intensive: Accomplishments	Tue	4/16/2024	9:00am	VIRTUAL	sroberts@adco.gov.org
Adams County Job Club	Tue	4/16/2024	1:00pm	VIRTUAL	gmcboat@adco.gov.org
Cover Letter	Tue	4/16/2024	1:00pm	VIRTUAL	sroberts@adco.gov.org
Resume/Cover Letter Lab	Wed	4/17/2024	1:00pm	IN-PERSON	WBCTrainers@adco.gov.org
Conflict Resolution Part 1	Thu	4/18/2024	9:00am	VIRTUAL	sroberts@adco.gov.org
Job Search with a Difficult Background	Thu	4/18/2024	1:00pm	VIRTUAL	sroberts@adco.gov.org
Career Exploration, MCJ	Fri	4/19/2024	11:00am	VIRTUAL	acoulter@adco.gov.org
Resume Intensive: Layout & Formatting	Tue	4/23/2024	9:00am	VIRTUAL	sroberts@adco.gov.org
Conflict Resolution Part 2	Tue	4/23/2024	1:00pm	VIRTUAL	sroberts@adco.gov.org
Computer Basics	Wed	4/24/2024	1:30pm	IN-PERSON	bmcdyre@adco.gov.org
Elements of Networking	Thu	4/25/2024	9:00am	VIRTUAL	sroberts@adco.gov.org
Interview Intensive: Types of Interviews	Thu	4/25/2024	11:00am	VIRTUAL	bmcdyre@adco.gov.org
Critical Thinking	Thu	4/25/2024	1:00pm	VIRTUAL	sroberts@adco.gov.org
LinkedIn, Perfecting your Profile	Fri	4/26/2024	12:00pm	VIRTUAL	acoulter@adco.gov.org
Marketing Yourself Successfully	Mon	4/29/2024	9:00am	VIRTUAL	bmcdyre@adco.gov.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@adco.gov.org](mailto:WBCGED@adco.gov) 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 Part 1 & 2: Conduct a thorough self-analysis and learn about identifying a career path that will be a great fit for YOU! In Part 1 you will learn the theory of career exploration and Part 2 focuses on creating a career plan using an online platform.

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.

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. You must have a job focus and taken a resume and cover letter workshop as a pre-requisite to registering.

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@adcgov.org.