

# Workshop Calendar



Notice to Applicant- Equal Employment is the law

May  
2024

| Workshop                                     | Day | Date      | Start   | Location  | Contact  |
|--|-----|-----------|---------|-----------|--|
| Resume/Cover Letter Lab                      | Wed | 5/1/2024  | 11:30am | IN-PERSON | <a href="mailto:WBCTrainers@adcogov.org">WBCTrainers@adcogov.org</a> |
| Resume Intensive: Targeting Strategies       | Thu | 5/2/2024  | 9:00am  | VIRTUAL   | <a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>       |
| Connecting Colorado                          | Thu | 5/2/2024  | 11:0am  | VIRTUAL   | <a href="mailto:bmcdyre@adcogov.org">bmcdyre@adcogov.org</a>         |
| Organization & Attention to Details          | Thu | 5/2/2024  | 12:30pm | VIRTUAL   | <a href="mailto:acoulter@adcogov.org">acoulter@adcogov.org</a>       |
| Financial Literacy, Credit Reports & Scores  | Fri | 5/3/2024  | 11:00am | VIRTUAL   | <a href="mailto:emily.gardner@myfw.com">emily.gardner@myfw.com</a>   |
| Interview Intensive: Overview                | Mon | 5/6/2024  | 9:00am  | VIRTUAL   | <a href="mailto:bmcdyre@adcogov.org">bmcdyre@adcogov.org</a>         |
| LinkedIn, Getting Started                    | Mon | 5/6/2024  | 1:00pm  | VIRTUAL   | <a href="mailto:bmcdyre@adcogov.org">bmcdyre@adcogov.org</a>         |
| Resume Intensive; Job Description Analysis   | Tue | 5/7/2024  | 9:00am  | VIRTUAL   | <a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>       |
| Adams County Job Club                        | Tue | 5/7/2024  | 1:00pm  | VIRTUAL   | <a href="mailto:gmcboat@adcogov.org">gmcboat@adcogov.org</a>         |
| Communication Skills                         | Tue | 5/7/2024  | 1:00pm  | VIRTUAL   | <a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>       |
| Career Exploration                           | Tue | 5/7/2024  | 3:00pm  | VIRTUAL   | <a href="mailto:bmcdyre@adcogov.org">bmcdyre@adcogov.org</a>         |
| Computer Basics                              | Wed | 5/8/2024  | 1:30pm  | IN-PERSON | <a href="mailto:bmcdyre@adcogov.org">bmcdyre@adcogov.org</a>         |
| Conflict Resolution Part 1                   | Thu | 5/9/2024  | 9:00am  | VIRTUAL   | <a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>       |
| Selling Your Skills                          | Thu | 5/9/2024  | 11:00am | VIRTUAL   | <a href="mailto:bmcdyre@adcogov.org">bmcdyre@adcogov.org</a>         |
| LinkedIn, Improving your Profile             | Thu | 5/9/2024  | 12:30pm | VIRTUAL   | <a href="mailto:acoulter@adcogov.org">acoulter@adcogov.org</a>       |
| Teamwork & Collaboration                     | Thu | 5/9/2024  | 1:00pm  | VIRTUAL   | <a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>       |
| Resume 101 & How to Nail the Interview       | Fri | 5/10/2024 | 11:00am | VIRTUAL   | <a href="mailto:emily.gardner@myfw.com">emily.gardner@myfw.com</a>   |
| Leadership, what makes a good leader         | Mon | 5/13/2024 | 9:00am  | VIRTUAL   | <a href="mailto:bmcdyre@adcogov.org">bmcdyre@adcogov.org</a>         |
| Interview Intensive: Responding to Questions | Mon | 5/13/2024 | 1:00pm  | VIRTUAL   | <a href="mailto:bmcdyre@adcogov.org">bmcdyre@adcogov.org</a>         |
| Resume Intensive: Accomplishments            | Tue | 5/14/2024 | 9:00am  | VIRTUAL   | <a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>       |
| Cover Letter                                 | Tue | 5/14/2024 | 1:00pm  | VIRTUAL   | <a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>       |
| Marketing Yourself Successfully              | Tue | 5/14/2024 | 3:00pm  | VIRTUAL   | <a href="mailto:bmcdyre@adcogov.org">bmcdyre@adcogov.org</a>         |
| Resume/Cover Letter Lab                      | Wed | 5/15/2024 | 1:00pm  | IN-PERSON | <a href="mailto:WBCTrainers@adcogov.org">WBCTrainers@adcogov.org</a> |
| Conflict Resolution Part 2                   | Thu | 5/16/2024 | 9:00am  | VIRTUAL   | <a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>       |
| Leadership through Modeling & Support        | Thu | 5/16/2024 | 12:30pm | VIRTUAL   | <a href="mailto:acoulter@adcogov.org">acoulter@adcogov.org</a>       |
| Self-Care for Balance                        | Thu | 5/16/2024 | 1:00pm  | VIRTUAL   | <a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>       |
| Resume Intensive: Layout & Formatting        | Tue | 5/21/2024 | 9:00am  | VIRTUAL   | <a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>       |
| Adams County Job Club                        | Tue | 5/21/2024 | 1:00pm  | VIRTUAL   | <a href="mailto:gmcboat@adcogov.org">gmcboat@adcogov.org</a>         |
| Job Search with a Difficult Background       | Tue | 5/21/2024 | 1:00pm  | VIRTUAL   | <a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>       |
| Computer Basics                              | Wed | 5/22/2024 | 1:30pm  | IN-PERSON | <a href="mailto:bmcdyre@adcogov.org">bmcdyre@adcogov.org</a>         |
| Active Listening                             | Thu | 5/23/2024 | 9:00am  | VIRTUAL   | <a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>       |
| Interview Intensive: Success Stories         | Thu | 5/23/2024 | 11:00am | VIRTUAL   | <a href="mailto:bmcdyre@adcogov.org">bmcdyre@adcogov.org</a>         |
| Career Exploration, MCJ                      | Thu | 5/23/2024 | 12:30pm | VIRTUAL   | <a href="mailto:acoulter@adcogov.org">acoulter@adcogov.org</a>       |
| Critical Thinking                            | Thu | 5/23/2024 | 1:00pm  | VIRTUAL   | <a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>       |
| Eating Healthy on a Budget                   | Fri | 5/24/2024 | 11:00am | VIRTUAL   | <a href="mailto:emily.gardner@myfw.com">emily.gardner@myfw.com</a>   |
| Elements of Networking                       | Tue | 5/28/2024 | 1:00pm  | VIRTUAL   | <a href="mailto:bmcdyre@adcogov.org">bmcdyre@adcogov.org</a>         |
| Interview Intensive: Types of Interviews     | Thu | 5/30/2024 | 11:00am | VIRTUAL   | <a href="mailto:bmcdyre@adcogov.org">bmcdyre@adcogov.org</a>         |
| Take Control                                 | Thu | 5/30/2024 | 12:30pm | VIRTUAL   | <a href="mailto:acoulter@adcogov.org">acoulter@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.**

*Workshops schedules are subject to change please update your email address in cc for email notifications.*

**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 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 improve 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.

**Organization & Time Management:** Learn organizational skills and how to better manage your time.

**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).