

# Workshop Calendar



Notice to Applicant- Equal Employment is the law

## October 2024

Workshop	Day	Date	Start	Location	Contact
Adams County Job Club	Tue	10/1/2024	1:00pm	VIRTUAL	<a href="mailto:bmcdvre@adcogov.org">bmcdvre@adcogov.org</a>
Interview Intensive: Overview	Thu	10/3/2024	11:00am	VIRTUAL	<a href="mailto:bmcdvre@adcogov.org">bmcdvre@adcogov.org</a>
Organization & Attention to Details	Fri	10/4/2024	9:00am	VIRTUAL	<a href="mailto:acoulter@adcogov.org">acoulter@adcogov.org</a>
Connecting Colorado	Fri	10/4/2024	12:00pm	VIRTUAL	<a href="mailto:acoulter@adcogov.org">acoulter@adcogov.org</a>
LinkedIn, Getting Started	Fri	10/4/2024	1:00pm	VIRTUAL	<a href="mailto:bmcdvre@adcogov.org">bmcdvre@adcogov.org</a>
Computer Basics	Wed	10/9/2024	1:30pm	IN-PERSON	<a href="mailto:bmcdvre@adcogov.org">bmcdvre@adcogov.org</a>
Resume Intensive: Targeting Strategies	Thu	10/10/2024	9:00am	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Interview Intensive: Responding to Questions	Thu	10/10/2024	11:00am	VIRTUAL	<a href="mailto:bmcdvre@adcogov.org">bmcdvre@adcogov.org</a>
Active Listening	Thu	10/10/2024	1:00pm	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
LinkedIn, Improving your Profile	Fri	10/11/2004	9:00am	VIRTUAL	<a href="mailto:acoulter@adcogov.org">acoulter@adcogov.org</a>
Up & Adams: Resume 101 & Interview Prep	Fri	10/11/2024	11:00am	VIRTUAL	<a href="mailto:emily.gardner@myfw.com">emily.gardner@myfw.com</a>
Leadership, what makes a good leader	Mon	10/14/2024	1:00pm	VIRTUAL	<a href="mailto:bmcdvre@adcogov.org">bmcdvre@adcogov.org</a>
Cover Letter	Tue	10/15/2024	9:00am	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Resume Intensive: Job Description Analysis	Tue	10/15/2024	1:00pm	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Adams County Job Club	Tue	10/15/2024	1:00pm	VIRTUAL	<a href="mailto:bmcdvre@adcogov.org">bmcdvre@adcogov.org</a>
Resume/Cover Letter Lab	Wed	10/16/2024	1:00pm	IN-PERSON	<a href="mailto:WBCTrainers@adcogov.org">WBCTrainers@adcogov.org</a>
Teamwork & Collaboration	Thu	10/17/2024	9:00am	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Interview Intensive: Success Stories	Thu	10/17/2024	11:00am	VIRTUAL	<a href="mailto:bmcdvre@adcogov.org">bmcdvre@adcogov.org</a>
Self-Care for Balance	Thu	10/17/2024	1:00pm	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Leadership through Modeling & Support	Fri	10/18/2024	9:00am	VIRTUAL	<a href="mailto:acoulter@adcogov.org">acoulter@adcogov.org</a>
Career Exploration	Fri	10/18/2024	11:00am	VIRTUAL	<a href="mailto:bmcdvre@adcogov.org">bmcdvre@adcogov.org</a>
Manage Change	Fri	10/18/2024	12:00pm	VIRTUAL	<a href="mailto:acoulter@adcogov.org">acoulter@adcogov.org</a>
Take Control	Mon	10/21/2024	9:00am	VIRTUAL	<a href="mailto:acoulter@adcogov.org">acoulter@adcogov.org</a>
Resume Intensive: Accomplishments	Tue	10/22/2024	9:00am	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Conflict Resolution Part 1	Tue	10/22/2024	9:00am	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Computer Basics	Wed	10/23/2024	1:30pm	IN-PERSON	<a href="mailto:bmcdvre@adcogov.org">bmcdvre@adcogov.org</a>
Communication Skills	Thu	10/24/2024	9:00am	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Interview Intensive: Types of Interviews	Thu	10/24/2024	11:00am	VIRTUAL	<a href="mailto:bmcdvre@adcogov.org">bmcdvre@adcogov.org</a>
Job Search with a Difficult Background	Thu	10/24/2024	1:00pm	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Career Exploration: My Colorado Journey	Fri	10/25/2024	9:00am	VIRTUAL	<a href="mailto:acoulter@adcogov.org">acoulter@adcogov.org</a>
Up & Adams: Credit Reports & Scores	Fri	10/25/2024	11:00am	VIRTUAL	<a href="mailto:emily.gardner@myfw.com">emily.gardner@myfw.com</a>
Elements of Networking	Fri	10/25/2024	1:00pm	VIRTUAL	<a href="mailto:bmcdvre@adcogov.org">bmcdvre@adcogov.org</a>
Selling Your Skills	Mon	10/28/2024	1:00pm	VIRTUAL	<a href="mailto:bmcdvre@adcogov.org">bmcdvre@adcogov.org</a>
Cover Letter	Tue	10/29/2024	9:00am	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Conflict Resolution Part 2	Tue	10/29/2024	1:00pm	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Adams County Job Club	Tue	10/29/2024	1:00pm	VIRTUAL	<a href="mailto:bmcdvre@adcogov.org">bmcdvre@adcogov.org</a>
Resume/Cover Letter Lab	Wed	10/30/2024	1:00pm	IN-PERSON	<a href="mailto:WBCTrainers@adcogov.org">WBCTrainers@adcogov.org</a>
Resume Intensive: Layout & Formatting	Thu	10/31/2024	9:00am	VIRTUAL	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Marketing Yourself Successfully	Thu	10/31/2024	11:00am	VIRTUAL	<a href="mailto:bmcdvre@adcogov.org">bmcdvre@adcogov.org</a>
Critical Thinking	Thu	10/31/2024	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.**

*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**



*Notice to Applicant- Equal Employment is the law*

**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 improving 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 skills for staying organized and better manage you 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 working lab for writing your professional documents and receiving with staff feedback.
- 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).