



A proud partner of the
americanjobcenter
 network

February 2018 Workshop Schedule

<u>Workshop</u>	<u>Day</u>	<u>Date</u>	<u>Start</u>	<u>End</u>
Targeting a Resume Lab (pre-req required)	Fri	2/2/2018	9:00 AM	10:30 AM
Adams County Job Club	Mon	2/5/2018	1:30 PM	3:30 PM
Computer Basics	Tue	2/6/2018	1:30 PM	3:30 PM
Employment Foundations I	Wed	2/7/2018	9:00 AM	11:30 AM
Resume & Cover Letter	Wed	2/7/2018	1:30 PM	3:30 PM
Interviewing	Tue	2/13/2018	1:30 PM	4:00 PM
Word I	Fri	2/16/2018	9:00 AM	11:00 AM
Targeting a Resume Lab (pre-req required)	Fri	2/16/2018	1:30 PM	3:00 PM
Adams County Job Club	Mon	2/19/2018	1:30 PM	3:30 PM
Excel I	Tue	2/20/2018	1:30 PM	3:30 PM
Resume & Cover Letter	Wed	2/21/2018	9:00 AM	11:30 AM
Employment Foundations I	Wed	2/21/2018	1:30 PM	4:00 PM
Targeting a Resume Lab (pre-req required)	Mon	2/26/2018	1:30 PM	3:00 PM
LinkedIn	Tue	2/27/2018	1:30 PM	3:30 PM
Interviewing	Wed	2/28/2018	9:00 AM	11:30 AM
Networking and Job Fair Prep	Wed	2/28/2018	1:30 PM	3:30 PM

All Workshop are held at:

**Pete Mirelez Human Services Building
 Workforce & Business Center
 11860 Pecos Street, Suite 2200
 Westminster, CO 80234
 720-523-2400**

unless otherwise noted.

Workshop Descriptions

Resume and Cover Letters: Learn the successful technique of targeting your resume and writing a powerful cover letter. Write accomplishment statements to demonstrate strengths to employers.

Interview Strategies: Come explore strategies for a successful interview. Develop success stories, research companies, and proper follow up with employers.

Resume and Interviewing Boot Camp: This is a condensed version of the Resume and Interviewing classes. It will briefly cover the basic techniques to strengthen and target your resume. It will also briefly teach strategies to prepare for an interview.

Networking and Job Fair Preparation: Learn networking strategies to target the hidden job market. Prepare an elevator speech, develop a job fair plan, and stand out from other job seekers by making the most of a job fair.

Employment Foundations I: Just joining the workforce or want to change careers or industries, but not sure where to start? Identify your strength and learn how to apply them to your new career. Create a job search plan to establish your career path.

Employment Essentials II: (Prerequisite: Career Exploration Part I and Bring a Flash Drive) Utilize Onetonline.com to identify appropriate job titles, conduct labor market research to ensure your career choice is sustainable, and take the Holland Code assessment to identify your strongest interests.

Employability Essentials: Identify and discuss the professional skills employers are seeking in an ideal employee. Enhance your skills for critical thinking, work-relationship building, planning/organization, teamwork and communication.

Targeting a Resume Lab: (Prerequisite: Attend Resume Workshop, bring in electronic copies of your master resume, and a job description). There will be a brief demonstration on how to use them to target a resume. Then we will have supported work time in the lab.

Computer Basics: Get comfortable with the basic operation of a computer. Learn tips to explore the internet and get an introduction to Microsoft Word.

Word I: Utilize basic functions of Word to create, format, and save documents using the toolbar and shortcuts. Perfect for formatting and maintaining your resume.

Excel I: Learn the basic functions of Excel. Navigate a variety of spreadsheets and practice using basic formulas.

LinkedIn: (Prerequisite: Register for an account.) A hands-on lab to create or strengthen you profile. Also, learn basic networking features of LinkedIn.

PowerPoint: Learn the basics of PowerPoint including setting up the slide deck, transitions and adding animations.

Talent Pool Job Club: Check in for people participating in the Talent Pool. This will be a hands-on working and question session.

Notifications of class cancellations and class confirmations are sent to those pre-registered through the email listed in their Connecting Colorado Profile. Classes may be cancelled due to weather or lack of participation.

WBC Locations

Westminster

Pete Mirelez Human Service Center
11860 Pecos St.
Westminster, CO 80234
M-F, 8:00am – 4:30pm

Aurora

Workforce Center
3155 N Chambers, Unit C
Aurora, CO 80011
303-375-2980
M-F, 8:00am – 4:30pm

Brighton

Adams County Government Center
4430 S Adams County Pkwy
720-523-6900
M-F, 8:00am – 4:30pm