



A proud partner of the
americanjobcenter
 network

January 2019 Workshop Schedule

<u>Workshop</u>	<u>Day</u>	<u>Date</u>	<u>*Pre</u>	<u>Start</u>	<u>End</u>
Resume & Cover Letter	Wed	1/2/2019		1:30 PM	4:00 PM
Computer Basics	Thu	1/3/2019		1:30 PM	3:30 PM
Career Exploration I	Mon	1/7/2019		1:30 PM	4:00 PM
Adams County Job Club	Tue	1/8/2019		9:00 AM	11:30 AM
Interviewing	Tue	1/8/2019		1:30 PM	4:00 PM
Networking and Job Fair Prep	Wed	1/9/2019		1:30 PM	3:30 PM
Word I	Thu	1/10/2019		1:30 PM	3:30 PM
On The Right Path	Mon	1/14/2019		1:30 PM	4:00 PM
Excel I	Tue	1/15/2019		9:00 AM	11:00 AM
Job Fair	Tue	1/15/2019		1:00 PM	3:00 PM
Resume & Cover Letter	Tue	1/15/2019		1:30 PM	4:00 PM
LinkedIn	Wed	1/16/2019	Y	1:30 PM	3:30 PM
Career Exploration II	Fri	1/18/2019	Y	9:00 AM	11:30 AM
Adams County Job Club	Tue	1/22/2019		9:00 AM	11:30 AM
Interviewing	Tue	1/22/2019		1:30 PM	4:00 PM
Career Exploration I	Thu	1/24/2019		1:30 PM	4:00 PM
Resume & Cover Letter	Mon	1/28/2019		1:30 PM	4:00 PM

All Workshops/Job Fairs are held at:

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

***Please note some workshops require a prerequisite:**

EF I is required before taking EF II

A Google account is required for the Google Docs/Drive workshop

A LinkedIn profile must be set up before taking the LinkedIn workshop

Workshop Descriptions

Trying to Decide on the Best Career Path? Would you stay in your field or try something new? Ask Career Services for the Short Assessment to determine your Path. Then join us in either the On the Right Path Workshop or the Career Exploration I and II Workshops.

****Classes Required for Talent Pool: On the Right Path or Career Exploration I and II, Resume and Cover Letter, and Interviewing*****

On the Right Path: You know you are on the right career path, but just need to find a new company or identify your future path. Evaluate your strengths, create a job search plan, and conduct labor market research. This workshop is a combination of lecture and hands-on application.

Career Exploration 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 utilize your transferable skills in a new career path. Take the Holland Code assessment to identify your strongest interests and create a job search plan to establish your career path.

Career Exploration II: (Prerequisite: Career Exploration I) Utilize Onetonline.org to identify appropriate job titles and conduct labor market research to ensure your career choice is sustainable. Also, identify how to leverage your transferable skills in this new career.

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.

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.

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.

Connecting Colorado and Open Job List: Maximize your job search by improving your Connecting Colorado Profile and utilizing the Adams County Open Jobs List.

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 your profile. Also, learn basic networking features of LinkedIn.

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

Google Docs and Google Drive: Get an introduction to Google Drive and learn Google docs to increase ease of document retrieval and storage. **MUST HAVE A GMAIL and PASSWORD when you attend class. It is also helpful to bring your smart phone to access your email for the security code.**

Adams County Job Club: This will be a hands-on working and question session for job seekers.

Federal Resumes: This presentation provides a step-by-step process that covers searching for Federal jobs, creating your account and profile, managing your account, reviewing Job Opportunity Announcements, submitting your applications, and following up on your application status.

Notifications of class cancellations 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
Brighton, CO 80601
720-523-6900
M-F, 8:00am – 4:30pm