



**June 2018 Workshop/Job Fair Schedule**

| <u>Workshop</u>                                 | <u>Day</u> | <u>Date</u> | <u>*Pre</u> | <u>Start</u> | <u>End</u> |
|---|------------|-------------|-------------|--------------|------------|
| Resume & Cover Letter                           | Mon        | 6/4/2018    |             | 9:00 AM      | 11:30 AM   |
| Employment Foundations I                        | Mon        | 6/4/2018    |             | 1:30 PM      | 4:00 PM    |
| Computer Basics                                 | Tue        | 6/5/2018    |             | 1:30 PM      | 3:30 PM    |
| Interviewing                                    | Wed        | 6/6/2018    |             | 1:30 PM      | 4:00 PM    |
| Networking and Job Fair Prep                    | Fri        | 6/8/2018    |             | 9:00 AM      | 11:00 AM   |
| Adams County Job Club                           | Mon        | 6/11/2018   |             | 1:30 PM      | 3:30 PM    |
| Aurora-Resume & Cover Letter                    | Mon        | 6/11/2018   |             | 1:30 PM      | 4:00 PM    |
| Resume & Cover Letter                           | Wed        | 6/13/2018   |             | 1:30 PM      | 4:00 PM    |
| Employment Foundations II (EF I)                | Mon        | 6/18/2018   | Y           | 1:30 PM      | 4:00 PM    |
| Word I  | Tue        | 6/19/2018   |             | 1:30 PM      | 3:30 PM    |
| Interviewing                                    | Wed        | 6/20/2018   |             | 9:00 AM      | 11:30 AM   |
| Google Docs and Google Drive (Gmail)            | Wed        | 6/20/2018   | Y           | 1:30 PM      | 4:00 PM    |
| Employability Essentials: The Soft Skills       | Fri        | 6/22/2018   |             | 9:00 AM      | 11:00 AM   |
| LinkedIn (profile)                              | Tue        | 6/26/2018   | Y           | 1:30 AM      | 3:30 AM    |
| Resume & Cover Letter                           | Wed        | 6/27/2018   |             | 9:00 AM      | 11:30 AM   |
| Employment Foundations I                        | Wed        | 6/27/2018   |             | 1:30 PM      | 4:00 PM    |
| Excel I   | Thu        | 6/28/2018   |             | 1:30 PM      | 3:30 PM    |
| <b>Aurora Job Fair - At Aurora WBC Location</b> | Thu        | 6/28/2018   |             | 1:00 PM      | 3:00 PM    |

All Workshops 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

**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: Employment Foundations I)** 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.

**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 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.

**Online Applications:** Learn the basics of completing an online job application and an uploading a resume. Hands-on Lab.

**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.**

**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