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September 2016 Workshop/Job Fair Schedule

<u>Workshop</u>	<u>Day</u>	<u>Date</u>	<u>Start</u>	<u>End</u>
Adult Employment Orientation	Thu	9/1/2016	9:00 AM	11:00 AM
Career Exploration Lab-Part II	Tue	9/6/2016	1:00 PM	3:00 PM
Excel I	Wed	9/7/2016	9:00 AM	11:00 AM
Resume & Cover Letter	Wed	9/7/2016	1:00 PM	3:00 PM
Networking and Job Fair Prep	Thu	9/8/2016	1:00 PM	3:00 PM
Adult Employment Orientation	Thu	9/8/2016	1:30 PM	3:30 PM
Employability Essentials	Mon	9/12/2016	1:00 PM	3:00 PM
Career Exploration Part I	Tue	9/13/2016	1:00 PM	3:00 PM
Job Fair - Aurora	Thu	9/15/2016	Noon	3:00 PM
Interviewing Strategies	Fri	9/16/2016	9:00 AM	11:00 AM
Connecting Colorado Lab	Fri	9/16/2016	1:00 PM	2:00 PM
Resume & Cover Letter	Mon	9/19/2016	1:00 PM	3:00 PM
Career Exploration Lab-Part II	Tue	9/20/2016	1:00 PM	3:00 PM
Resume & Cover Letter - Aurora	Wed	9/21/2016	1:00 PM	3:00 PM
Adult Employment Orientation	Thu	9/22/2016	9:00 AM	11:00 AM
Computer Basics	Thu	9/22/2016	1:00 PM	3:00 PM
Career Exploration Part I	Thu	9/29/2016	1:00 PM	3:00 PM
Adult Employment Orientation	Thu	9/29/2016	1:30 PM	3:30 PM
Word I	Fri	9/30/2016	9:00 AM	11:00 AM

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 to prepare for an interview. Develop success stories, work on your presentation, research companies, and 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.

Career Exploration Part 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.

Career Exploration Lab (Part II): Prerequisite: Career Exploration Part 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 aptitudes.

Connecting Colorado Lab: Learn how to make Connecting Colorado work for you. Learn the job search functions and how a complete Connecting Colorado (CC) profile to can help employers connect with you.

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. This workshop is 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: A hands-on lab to create or strengthen your profile. Also, learn basic networking features of LinkedIn.

Professional Learning Skills: Enhance your professional development/learning skills. This workshop is perfect for those entering a new training or returning to school. Topics include note-taking, effecting writing for business, and test taking strategies.

Manage the Life/Work Balance: Struggling to manage life and work? Explore techniques for preventing procrastination, dealing with change, staying positive, and stress management.

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

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

Westminster

Career & Community Enrichment (3CE)
5115 Federal Boulevard Unit #28
Denver, CO 80221
720-502-5890
W/TH, 10:00am – 4:00pm