

Virtual Workshop Calendar



January
2022

Workshop	Day	Date	Start	Location	Contact
Career Exploration	Tue	1/4/22	9:00am	VIRTUAL	sroberts@adcogov.org
Resume Overview: Targeted Resumes	Tue	1/4/22	11:00am	VIRTUAL	amorris@adcogov.org
Interview Overview: Mastering the Process	Wed	1/5/22	9:30am	VIRTUAL	sroberts@adcogov.org
Take Control of Your Life	Wed	1/5/22	11:00am	VIRTUAL	amorris@adcogov.org
Self-Care for Balance	Wed	1/5/22	1:00pm	VIRTUAL	sroberts@adcogov.org
Financial Lit: Budgeting Basics	Thu	1/6/22	1:00pm	VIRTUAL	djuarezsanchez@adcogov.org
Job Search with a Criminal Background	Thu	1/6/22	3:00pm	VIRTUAL	amorris@adcogov.org
Leadership Skills	Fri	1/7/22	11:00am	VIRTUAL	acoulter@adcogov.org
Workplace Communication	Mon	1/10/22	9:00am	VIRTUAL	sroberts@adcogov.org
Marketing Yourself Successfully	Mon	1/10/22	11:00am	VIRTUAL	amorris@adcogov.org
Professional Relationships	Mon	1/10/22	1:00pm	VIRTUAL	sroberts@adcogov.org
Cover Letter	Tue	1/11/22	9:00am	VIRTUAL	sroberts@adcogov.org
Resume Intensive: Job Description Analysis	Tue	1/11/22	11:00am	VIRTUAL	amorris@adcogov.org
Job Development Prep	Tue	1/11/22	11:00am	VIRTUAL	talentpool@adcogov.org
Adams County Job Club	Tue	1/11/22	1:00pm	VIRTUAL	gmboat@adcogov.org
Financial Lit: Credit-Know Before You Owe	Tue	1/11/22	1:00pm	VIRTUAL	djuarezsanchez@adcogov.org
Interview Intensive: Interview Questions	Wed	1/12/22	9:30am	VIRTUAL	sroberts@adcogov.org
Elements of Networking	Thu	1/13/22	3:30pm	VIRTUAL	amorris@adcogov.org
Computer Basics: Getting Started	Fri	1/14/22	11:30am	IN PERSON	amorris@adcogov.org
Connecting Colorado	Tue	1/18/22	9:00am	VIRTUAL	sroberts@adcogov.org
Resume Intensive: Accomplishment Stmtts.	Tue	1/18/22	11:00am	VIRTUAL	amorris@adcogov.org
Financial Lit: Credit Reports & Scores	Tue	1/18/22	1:00pm	VIRTUAL	djuarezsanchez@adcogov.org
Interview Intensive: Success Stories	Wed	1/19/22	9:30am	VIRTUAL	sroberts@adcogov.org
Conflict Resolution: Part One	Wed	1/19/22	11:00am	VIRTUAL	amorris@adcogov.org
LinkedIn	Wed	1/19/22	1:00pm	VIRTUAL	sroberts@adcogov.org
Conflict Resolution: Part Two	Wed	1/19/22	3:00pm	VIRTUAL	amorris@adcogov.org
Managing Change	Mon	1/24/22	9:00am	VIRTUAL	sroberts@adcogov.org
Moving Up in the Workplace	Mon	1/24/22	11:00am	VIRTUAL	amorris@adcogov.org
Critical Thinking	Mon	1/24/22	1:00pm	VIRTUAL	sroberts@adcogov.org
Managing Time for Success	Tue	1/25/22	9:00am	VIRTUAL	sroberts@adcogov.org
Resume Intensive: Layout and Formatting	Tue	1/25/22	11:00am	VIRTUAL	amorris@adcogov.org
Job Development Prep	Tue	1/25/22	11:00am	VIRTUAL	talentpool@adcogov.org
Adams County Job Club	Tue	1/25/22	1:00pm	VIRTUAL	gmboat@adcogov.org
Financial Lit: Meal Planning on a Budget	Tue	1/25/22	1:00pm	VIRTUAL	djuarezsanchez@adcogov.org
Online Job Research Resources	Tue	1/25/22	3:30pm	VIRTUAL	amorris@adcogov.org
Interview Intensive: Types of Interviews	Wed	1/26/22	9:30am	VIRTUAL	sroberts@adcogov.org
Job Search with a Criminal Background	Thu	1/27/22	2:30pm	VIRTUAL	amorris@adcogov.org
Computer Basics: Internet & Email	Fri	1/28/22	9:00am	IN PERSON	acoulter@adcogov.org
Take Control of Your Life	Mon	1/31/22	9:00am	VIRTUAL	acoulter@adcogov.org

Register for workshops on Connecting Colorado: www.connectingcolorado.com

Check in at WBC front desk ten minutes prior to start time for IN-PERSON workshops.

VIRTUAL 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.

GED Prep offered VIRTUALLY and IN PERSON at the Adams County WBC!

Contact Ashley Coulter at WBCGED@adcogov.org or your case manager for more information.

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.

Career Exploration: Conduct a thorough self-analysis and learn about assessments that can help you identify a career path that will be a great fit for YOU!

Communication: Learn the tools you need to communicate more effectively in interviews and the workplace.

Computer Basics (IN PERSON): These workshops are for beginning computer users. In Getting Started, practice using the mouse and navigating the computer system. In Email and Internet, gain a basic understanding of these key resources.

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: Add to your job-searching tool box by learning how to effectively utilize the database used by all 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.

Job Development Prep Class: Learn how 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: This workshop addresses how to discuss your criminal background with confidence and to reframe past mistakes into current strengths.

Leadership: Learn how to communicate effectively, keep morale high, motivate every single worker to perform well, maximize efficiency and achieve collective goals.

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

Manage Time for Success: With so many competing demands, it is tough to get everything done. Gain a new perspective on time management and learn strategies to make the most of your time.

Managing Change: 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.

Moving Up in the Workplace: Are you ready to take that next step in your career? Assess how valuable you are to your employer and explore how you can strategically prepare yourself for that next career move.

Online Job Research Resources: Learn how to utilize online resources to research occupations and explore your career path.

Professional Relationships: Have you ever struggled with relating to others, responding positively to feedback, or dealing with difficult people? Learn skills and strategies to build strong relationships at work!

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.

Self-Care for Balance: Do you feel life pulling you in many different directions? You can reclaim your life by creating space for the things you enjoy. Learn the keys for a balanced and fulfilling life.

Selling Your Soft-Skills to Employers: Employers are making hiring decisions more often than not based on the soft-skills a candidate possesses. 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.