



# Virtual Workshop Calendar

## September 2020

A proud partner of the  
  
americanjobcenter  
network

Workshop	Day	Date	Start	Contact
Career Exploration	Tue	9/1/20	9:00am	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Online Job Research Resources	Tue	9/1/20	11:00am	<a href="mailto:acoulter@adcogov.org">acoulter@adcogov.org</a>
Financial Lit: Budgeting Tips	Tue	9/1/20	1:30pm	<a href="mailto:djuarezsanchez@adcogov.org">djuarezsanchez@adcogov.org</a>
Cover Letter	Wed	9/2/20	10:00am	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Conflict Resolution Strategies	Wed	9/2/20	2:00pm	<a href="mailto:amorris@adcogov.org">amorris@adcogov.org</a>
Professional Relationships	Thu	9/3/20	9:00am	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Leadership	Thu	9/3/20	11:30am	<a href="mailto:acoulter@adcogov.org">acoulter@adcogov.org</a>
Job Searching with a Background	Fri	9/4/20	9:00am	<a href="mailto:amorris@adcogov.org">amorris@adcogov.org</a>
Take Control of Your Life	Fri	9/4/20	1:00pm	<a href="mailto:amorris@adcogov.org">amorris@adcogov.org</a>
LinkedIn	Tue	9/8/20	9:00am	<a href="mailto:amorris@adcogov.org">amorris@adcogov.org</a>
Resume Strategies	Tue	9/8/20	11:00am	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Adams County Job Club	Tue	9/8/20	1:00pm	<a href="mailto:gmboat@adcogov.org">gmboat@adcogov.org</a>
Financial Lit: Credit - Know Before You Owe	Tue	9/8/20	1:30pm	<a href="mailto:djuarezsanchez@adcogov.org">djuarezsanchez@adcogov.org</a>
Resume Lab	Wed	9/9/20	10:00am	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Job Development Prep	Wed	9/9/20	11:00am	<a href="mailto:talentpool@adcogov.org">talentpool@adcogov.org</a>
Manage Time for Success	Wed	9/9/20	2:00pm	<a href="mailto:amorris@adcogov.org">amorris@adcogov.org</a>
Communication	Thu	9/10/20	9:00am	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Interview Strategies	Thu	9/10/20	11:30am	<a href="mailto:acoulter@adcogov.org">acoulter@adcogov.org</a>
Managing Change	Fri	9/11/20	10:00am	<a href="mailto:acoulter@adcogov.org">acoulter@adcogov.org</a>
Professional Relationships	Mon	9/14/20	9:00am	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Resume Strategies	Mon	9/14/20	2:00pm	<a href="mailto:amorris@adcogov.org">amorris@adcogov.org</a>
Self-Care for Balance	Tue	9/15/20	9:00am	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Critical Thinking	Tue	9/15/20	11:30am	<a href="mailto:acoulter@adcogov.org">acoulter@adcogov.org</a>
Financial Lit: Money and Stress	Tue	9/15/20	1:30pm	<a href="mailto:djuarezsanchez@adcogov.org">djuarezsanchez@adcogov.org</a>
Online Job Research Resources	Wed	9/16/20	10:00am	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Interview Lab	Wed	9/16/20	1:30 AM	<a href="mailto:acoulter@adcogov.org">acoulter@adcogov.org</a>
Career Exploration	Thu	9/17/20	9:00am	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
LinkedIn	Thu	9/17/20	11:00am	<a href="mailto:acoulter@adcogov.org">acoulter@adcogov.org</a>
Marketing Yourself Successfully	Fri	9/18/20	9:00am	<a href="mailto:amorris@adcogov.org">amorris@adcogov.org</a>
Elements of Networking	Fri	9/18/20	1:00pm	<a href="mailto:amorris@adcogov.org">amorris@adcogov.org</a>
Conflict Resolution Strategies	Mon	9/21/20	10:00am	<a href="mailto:amorris@adcogov.org">amorris@adcogov.org</a>
Manage Time for Success	Mon	9/21/20	2:00pm	<a href="mailto:amorris@adcogov.org">amorris@adcogov.org</a>
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Adams County Job Club	Tue	9/22/20	1:00pm	<a href="mailto:gmboat@adcogov.org">gmboat@adcogov.org</a>
Financial Lit: Eat Healthy on a Budget	Tue	9/22/20	1:30pm	<a href="mailto:djuarezsanchez@adcogov.org">djuarezsanchez@adcogov.org</a>
Job Development Prep	Wed	9/23/20	11:00am	<a href="mailto:talentpool@adcogov.org">talentpool@adcogov.org</a>
Interview Strategies	Wed	9/23/20	2:00pm	<a href="mailto:amorris@adcogov.org">amorris@adcogov.org</a>
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Resume Lab	Thu	9/24/20	2:30pm	<a href="mailto:amorris@adcogov.org">amorris@adcogov.org</a>
Communication	Mon	9/28/20	9:00am	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Interview Lab	Mon	9/28/20	11:30am	<a href="mailto:amorris@adcogov.org">amorris@adcogov.org</a>
Marketing Yourself Successfully	Mon	9/28/20	2:00pm	<a href="mailto:amorris@adcogov.org">amorris@adcogov.org</a>
Career Exploration	Tue	9/29/20	9:00am	<a href="mailto:sroberts@adcogov.org">sroberts@adcogov.org</a>
Online Job Research Resources	Tue	9/29/20	11:00am	<a href="mailto:acoulter@adcogov.org">acoulter@adcogov.org</a>
Elements of Networking	Wed	9/30/20	10:00am	<a href="mailto:amorris@adcogov.org">amorris@adcogov.org</a>

Register for workshops through your Connecting Colorado account: [www.connectingcolorado.com](http://www.connectingcolorado.com)

*Please register at least 24 hours prior to start time to ensure you receive the link to access to the workshop.*

# Adams County Workforce & Business Center Virtual Workshops

Virtual workshops are held via Zoom.

You can 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.

**You will receive an email containing the Zoom link the evening prior to your workshop.**

## *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.

**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 better communicate your skills in interviews and to communicate effectively in the workplace.

**Conflict Resolution Strategies:** 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.

**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 Lab:** Have you taken the interviewing workshop, but still need help solidifying your skills? Attend this lab to ask questions and receive assistance from one of our interview experts! (*Pre-req: attendance at the ACWBC Interview workshop.*)

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

**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 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. **MUST REGISTER FOR AN ACCOUNT** prior to workshop.

**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.

**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 Lab:** Are you still struggling with writing your resume, even after taking the resume workshop? Attend this lab to ask questions and receive assistance from one of our resume experts! (*Pre-req: attendance at the ACWBC Resume workshop.*)

**Resume Strategies:** Learn the technique of targeting your resume and writing accomplishment statements to demonstrate strengths to employers.

**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.

**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.

## **GED Prep offered VIRTUALLY at the Adams County WBC!**

Get registered for online access and tutoring assistance as needed.

Contact **Ashley Coulter** for more information: [acoulter@adcogov.org](mailto:acoulter@adcogov.org)