

Discovering Arapahoe/Douglas Works!

Arapahoe/Douglas Works!
Workforce Center
www.adworks.org
303.636.1160

X @adworks303

in Arapahoe/Douglas Works!

Arapahoe/Douglas Works! is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.



Thank you for choosing to attend our
Discovering A/D Works!
workshop brought to you by the
Arapahoe/Douglas Works! Facilitation team.

We facilitate all our workshops as if they are in a live classroom setting. For virtual workshops please be respectful and mindful of your camera if your video is on.

“To ensure compliance with current A/D Works! Arapahoe County IT policies for virtual platform use and information storage, attendees are asked **not to use** AI tools to capture notes during any of our workshops currently.”

Objectives

Understand...

- ✓ How to use the resource services
- ✓ How to navigate the A/D Works! website
 - How to find our workshops/events/handouts
- ✓ How to use Connecting Colorado

Office Locations

**All offices are open 8:00 a.m. – 12:00 p.m. and 1:00 p.m. – 4:30 p.m.
with 12:00 p.m. – 1:00 p.m. lunch closure**

Centennial Workforce Center:

(Tuesday - Friday)

303.636.1160 / 6974 S. Lima St., Centennial, CO 80112

Aurora Workforce Center:

(Monday - Thursday)

303.636.2014 / 15400 E. 14th Pl., Aurora, CO 80011 (Chambers & 14th)

Castle Rock Workforce Center on the ACC Sturm Campus:

(Monday - Thursday)

303.636.1160 / 4500 Limelight Ave., Castle Rock, CO 80109

Workforce Center Information

Check in to Resource Center

- Use SSN or keycard to check in once a day and communicate with front desk staff about your needs.

Appointments for In-Person, Phone, or Virtual Office Visits

- The Workforce Centers are currently offering appointments for our Resource Centers on our ADWorks Job Seekers web page: <https://www.adworks.org/job-seekers/>

In-person Workshops

- We are excited to offer our in-person workshops at the Lima Plaza Office (Centennial) and the Altura Plaza Office (Aurora), primarily on Tuesdays and Thursdays.

Virtual Workshops (Zoom)

- Live virtual workshops are primarily offered Mondays, Wednesdays, and Fridays via Zoom, and can be accessed via personal devices and at Recourse Center computers. Copies of the slides and handouts can be accessed through [adworks.org](https://www.adworks.org)

Workforce Center Services

**The
Workforce
Centers are
for Everyone!**

Resource Center – Questions: 303.636.1160

- Computers, internet, printers, fax machines, scanners, and job search resources

Workshops – In Person or Online VIA Zoom.com

- Practical, interactive classes to help you become the savviest candidate for the job

Specialized Services

- Veterans, Colorado Works (TANF), Disabled Workers, WIOA & Young WIOA (16 - 24), etc.

Business & Assessment Center (BAC) special hours – Appointment only: 303.636.1160


- SHL Assessments, Pre-GED, TABE, and various career assessments (YouScience, My Next Move, Custom Guide, etc.)

Job Readiness Workshops

- Ageless Career Search
- Career Reinvention
- Career Kick Start
- **Discovering ADW!**
(Orientation Class)
- Emotional Intelligence
- Financial Literacy
- Job Boards

- Connecting Colorado
- **Interviewing**
- LinkedIn
- Networking
- **Resumes**
- Salary Negotiations
- True Colors
- Workplace Values

NOTE: All handouts and copies of the slides can be found on [adworks.org](https://www.adworks.org).
<https://www.adworks.org/job-seekers/career-exploration/workshops/>

 May 2024 A/D Works! Workshops <small>Registration in Connecting Colorado is required to attend all workshops.</small> <small>6974 S. Lima St., Centennial, CO 80112 Phone: 303.636.1160 www.adworks.org</small>				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 Discovering A/D Works! 2pm - 3pm Job Seekers Networking Session 2pm - 4pm	2 Skills Lab: The Creative Career Search 9am - 10:30am Emotional Intelligence 10:30am - 12pm Interviewing @ Aurora 2pm - 4pm	3 Interviewing 9am - 11am Navigating Stress 10:30am - 12pm Networking 2pm - 4pm
6 LinkedIn 9am - 11am Career Reinvention 2pm - 3:30pm	7 Discovering A/D Works! @ Centennial 9am - 10am 3 Keys to Difficult Transitions 10:30am - 12pm Interviewing @ Centennial 2pm - 4pm	8 Technology & Job Search 9am - 11am Resumes 2pm - 4pm Job Seekers Networking Session 2pm - 4pm	9 Skills Lab: Your Age is an Asset 9am - 10:30am Conflict Transformation 10:30am - 12pm Resumes @ Aurora 2pm - 4pm	10 Microsoft Windows 9am - 11am Disrupting Ageism 10:30am - 12pm Microsoft Excel Part 1 1:30pm - 3:30pm Onet Online 2pm - 3:30pm
13 Discovering A/D Works! 9am - 10am Interviewing 2pm - 4pm	14 Growth Mindset 10:30am - 12pm Introduction to BAC @ Centennial 2pm - 3pm Resumes @ Centennial 2pm - 4pm	15 Career Kick Start 9am - 10:30am Introduction to BAC @ Aurora 2pm - 3pm Job Seekers Networking Session 2pm - 4pm	16 Skills Lab: Self-Talk and Self-Empowerment 9am - 10:30am Interviewing @ Aurora 9am - 11am Overcoming Job Loss 10:30am - 12pm	17 Microsoft Word Part 1 9am - 11am Growth Mindset 10:30am - 12pm Microsoft Excel Part 2 1:30pm - 3:30pm Connecting Colorado 2pm - 3:30pm
20 Resumes 9am - 11am Financial Literacy 2pm - 3pm	21 Job Boards 9am - 10:30am Positive Psychology 10:30am - 12pm LinkedIn 2pm - 4pm	22 Ageless Career Search 9am - 11am Discovering A/D Works! 2pm - 3pm Job Seekers Networking Session 2pm - 4pm	23 Skills Lab: Master the Online Job Search 9am - 10:30am Disrupting Ageism 10:30am - 12pm Doctors Care Information Session 9:00am - 10:00am Interviewing @ Centennial 2pm - 4pm	24 Microsoft Word Part 2 9am - 11am 3 Keys to Difficult Transitions 10:30am - 12pm Microsoft Excel Part 3 1:30pm - 3:30pm
27 Memorial Day Office Closed	28 Personal Finance After Job Loss 10:30am - 12pm Workplace Values 2pm - 4pm	29 Interviewing 9am - 11am Remote Work 2pm - 3:30pm	30 Resumes @ Centennial 9am - 11pm Resumes @ Aurora 9am - 11am	31 Salary Negotiations 9am - 11am Discovering A/D Works! 2pm - 3pm

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Generations @ Work

Program focused for mature workers ages 40+

- **Focused Workshops & Open Skills Labs**
- **One-on-one appointments for your job search needs**

✓ **Generations@arapahoegov.com**



Workforce Innovation and Opportunity Act (WIOA) Adult/Dislocated Worker Program

- **Potential funding for short term training or certifications**
 - 18 months or less
 - Targeted industry
- **Dislocated Worker Program – 303.636.1360, Message Line**
 - Recently laid-off due to no fault of your own
 - Self-employed / Business Owner that lost income due to economic downturn or natural disaster
 - Displaced home maker
 - Recently separated Service Member – Honorable Discharge within 2 years
 - Spouse of Active Service Member that was relocated



Workforce Innovation and Opportunity Act (WIOA) Adult/Dislocated Worker Program *(continued)*



ELIGIBILITY CATEGORIES

- Recipient of public assistance
- Low income
- Basic skills deficient
- Laid off
- Recently divorced or widowed
- Transitioning from active military duty



JOB TRAINING

- Funding assistance for short-term trainings for in-demand industries on the Eligible Training Provider's List (ETPL)
- GED preparation/Tutoring



CAREER COUNSELING

- Work with a career coach to explore interests and opportunities
- Create an action plan to achieve your professional goals



WORK-BASED LEARNING

- Paid short-term internships
- Pre-apprenticeships
- Apprenticeships
- On-the-job training



Adult Program
303.636.1360
Message Line

Disability Services



- Provide Ticket to Work Services if collecting SSI or SSDI
- Proud Member of **American Dream Employment Network (ADEN)**
- Provide multiple employment disability resources:
Lia Weiler - LWeiler@arapahoegov.com
- Collaborate with local agencies (Division of Vocational Rehab, Ability Connection, etc.)
- Ticket to Work:
Manna Massa- MMassa@arapahoegov.com

A proud partner of the **americanjobcenter** network



Search the site:

Search

HOME

EVENTS

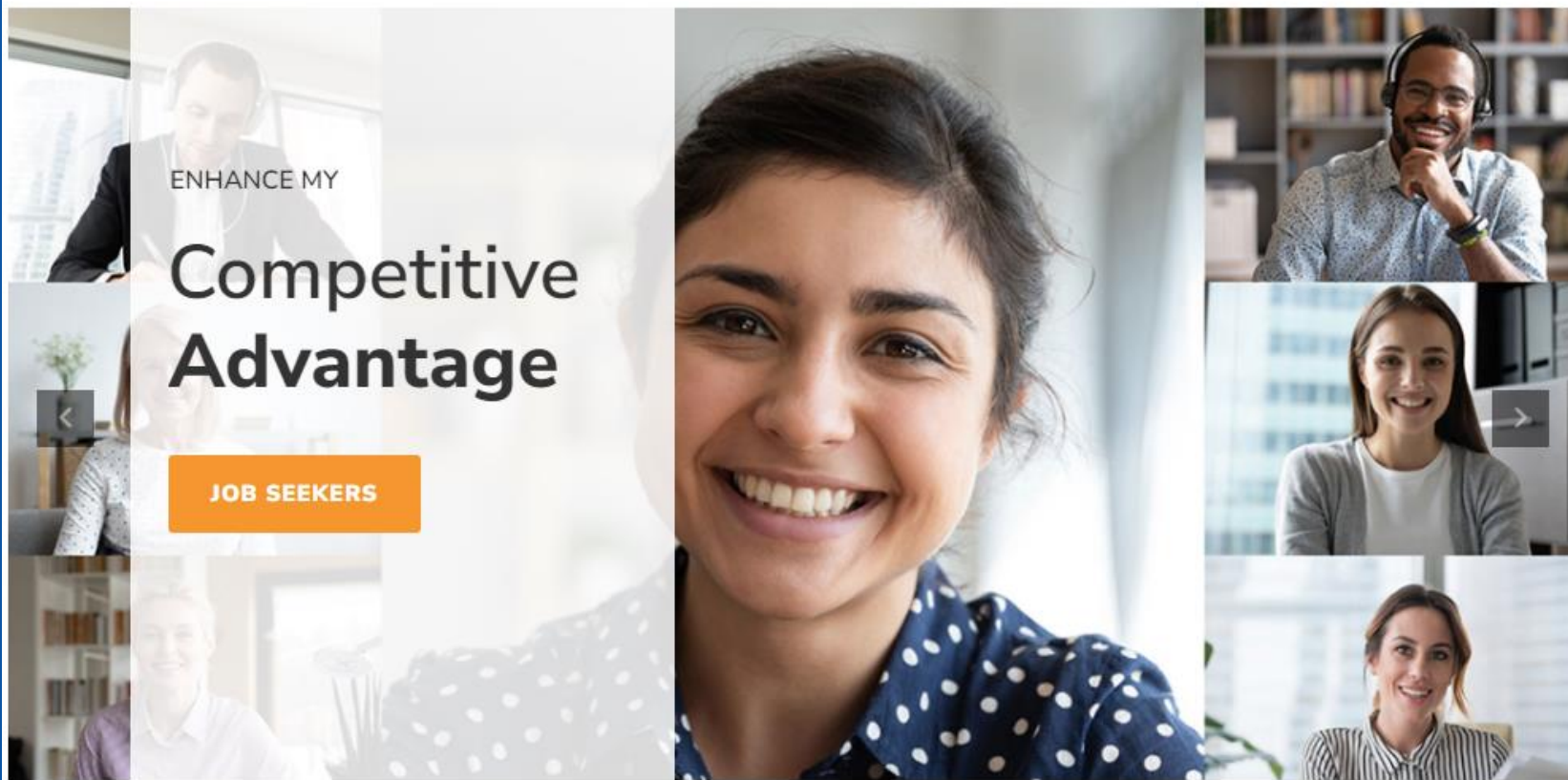
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LOCATIONS



BUSINESSES

Find qualified candidates



JOB SEEKERS

Enhance my competitive advantage



WORKFORCE DEVELOPMENT BOARD

Promote workforce development



UPCOMING EVENTS

Explore employment opportunities

Connecting Talent with Opportunity!

REGISTERING FOR WORK!

Job Seekers

ConnectingColorado is part of a state- and county-run system that delivers immediate, tangible results for your future.

You can **post your résumé**, **apply for a specific job** or do a **self-directed job search** through our jobs database.

[QUICK JOB SEARCH ▶](#)

[REGISTER ▶](#)

Username/SSN

Password



[Sign In](#)

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Employers

We can help you **find and hire** the right people for your business.

ConnectingColorado offers a more cost-effective way of recruiting and hiring. Here, you can **post job openings**, **review résumés**, and **connect with qualified workers**.

[LEARN ABOUT OUR SERVICES ▶](#)

[REGISTER & POST A JOB ▶](#)

Username

Password



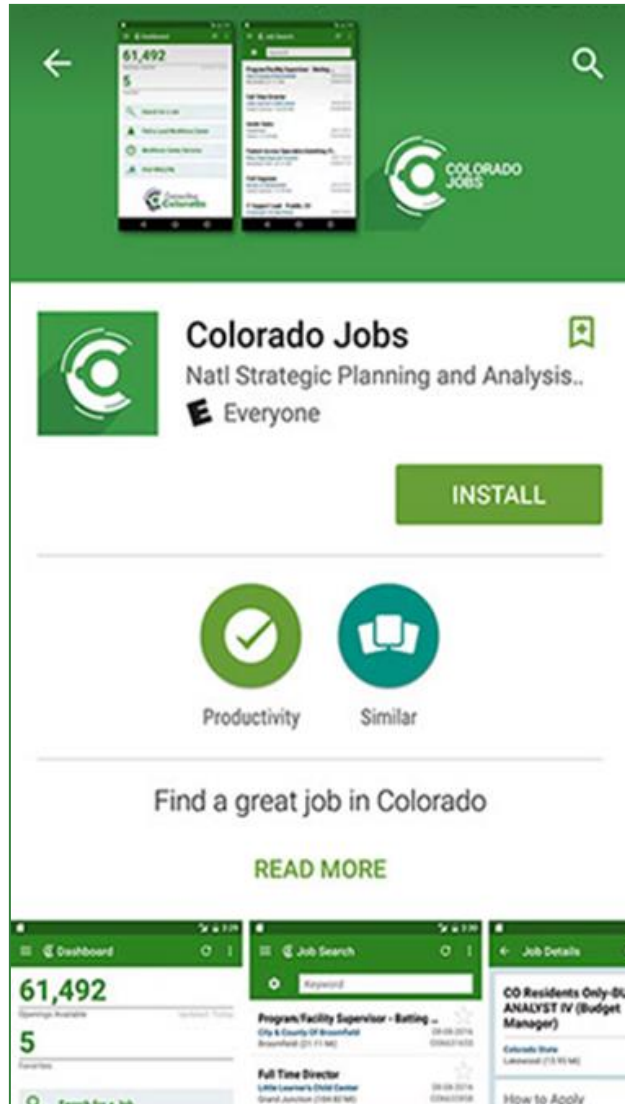
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ConnectingColorado.com is mobile-friendly! Job seekers may browse on tablets or smartphones.

ConnectingColorado has jobs!

Connecting Colorado Mobile App



- The mobile device application, **Colorado Jobs**, is now available and can be downloaded through your device's app store (Apple or Google Play)
- **Colorado Jobs** allows you to:
 - ✓ Search for jobs
 - ✓ Save your "favorite" jobs
 - ✓ Look up specific jobs (from notifications)
 - ✓ See new jobs

Thank you for attending our workshop today.

We'd appreciate your feedback. Please click on the link below to access our workshop evaluation. We especially enjoy your personal comments.

Workshop Evaluation, link:

<https://fs8.formsite.com/adworks/Evaluations/index.html>



PowerPoint and Handout, link:

<https://www.adworks.org/job-seekers/career-exploration/workshops/>

To reach a Career Services Advisor, link:

<https://www.adworks.org/upcoming-events/>