



**JEFFERSON COUNTY WORKFORCE CENTER
CAREER BUILDING WORKSHOPS February 2009**

Serving the Tri-County Region

The Career Building program is a series of free workshops focusing on topics of importance to job seekers.

To sign up for workshops, visit the Workforce Center, call **303-271-4701**, or our website www.jeffcoworkforce.org.
Workshop participants **must** be registered with the Colorado Workforce System. Register at www.connectingcolorado.com

All workshops are held at 3500 Illinois St in Golden, CO 80401 unless otherwise noted.

WORKSHOP	FACILITATOR	TIME	DAY/DATE
Job Interview Techniques (Rm. 2450)	Tim Galloway	1:30-3:30	Tuesday, February 3
Job Search for Boomers (Board Room)	Kay Ross	1:30- 3:30	Wednesday, February 4
Professional Connections – Colorado Mills Mall (#134)	Kate Culligan	5:30-7:00	Wednesday, February 4
Networking:: Connecting with Others (Rm. 2450)	Hillary Saffran	1:30-3:30	Thursday, February 5
Boomers Job Club-Colorado Mills Mall (#134)	Jane Grogan	11:15-1:15	Thursday, February 5
Introduction to Microsoft Word (Rm. 1660)	Donna Staley	8:30-12:30	Friday, February 6
Excel Level I (Room #2200)	Jack Gibbs	8:30- 4:00	Monday, February 9
Starting Your Own Business: The Basics (Rm. 2450)	Linda Harmon	9:00-11:00	Monday, February 9
Choices Career Planner (Rm. 1660)	Judith Streit	9:00-11:00	Tuesday, February 10
Resume Writing Techniques (Rm. 2450)	Kevin Ashcraft	11:00-1:00	Tuesday, February 10
Get Hired! (Rm. 2450)	Don Strankowski	9:30-12:00	Wednesday, Feb. 11
The Art of Disclosure and ADA (Rm. 2400)	Howard/Talmage	1:00-3:00	Wednesday, Feb 11
Professional Connections – Colorado Mills Mall (#134)	Kate Culligan	5:30-7:00	Wednesday, Feb. 11
Job Search Techniques (Rm. 2450)	Jeannie Salonya	1:30-3:30	Thursday, February 12
Boomers Job Club-Colorado Mills Mall (#134)	Jane Grogan	11:15-1:15	Thursday, February 12
LinkedIn: The Key to Social Networking Basics (rm. 2450)	Linda Harmon	9:00-11:00	Friday, February 13
Keyboarding/Computer Basics (rm. 1660)	Donna Staley	9:00-12:30	Friday, February 13
Find Aid! Learn about Ways to Pay for School (Rm. 2450)	Nicole Grandberry	1:00-3:00	Friday, February 13
Resume Writing Techniques (Rm. 2450)	Kevin Ashcraft	10:00-12:00	Tuesday, February 17
Job Interview Techniques (Rm. 2450)	Tim Galloway	1:30 – 3:30	Tuesday, February 17
Job Search for Boomers (Board Room)	Kay Ross	11:00-100	Wednesday, Feb. 18
Professional Connections Group – Colorado Mills Mall (#134)	Kate Culligan	5:30-7:00	Wednesday, Feb.18
Networking: Connecting with Others (Rm. 2450)	Hillary Saffran	1:30-3:30	Thursday, February 19
Boomer Job Club- Colorado Mills Mall (#134)	Jane Grogan	11:15-1:15	Thursday, February 19
Learning to Network (Veterans Only) (Justice Services)	David Alred	9:00–11:00	Thursday, February 19
Excel Level I (Room #2200)	Jack Gibbs	8:30- 4:00	Monday, February 23
Job Search Techniques (Room 2450)	Renee Sullice	10:00-Noon	Monday, February 23
Find Aid! Learn about Ways to Pay for School! (Rm 2450)	Nicole Grandberry	1:00-3:00	Monday, February 23
Choices Career Planner (Rm. 2200)	Judith Streit	9:00-11:00	Tuesday, February 24
Federal Job Search for Veterans (Veterans Only) (rm. 2450)	Lonnie Tobias	1:00-4:00	Tuesday, February 24
Managing Your Disability 101 (Rm. 2400)	Howard/Dell	1:30-3:30	Wednesday, Feb 25
Boomer Job Club- Colorado Mills Mall (#134)	Jane Grogan	11:15-1:15	Thursday, February 26
Introduction to Microsoft Word (Rm. 1660)	Donna Staley	9:00-12:30	Friday, February 27
LinkedIn: The Key to Social Networking Advanced (Room #2200)	Linda Harmon	3:30-5:30	Friday, February 27



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Career Building Workshops Descriptions

- ◆ **The Art of Disclosure & ADA**
Do you have a disability? Learn "What to say" and "What not to say" to employers. This workshop will teach you the best ways to discuss your disability with employers and how to request a reasonable accommodation. A general discussion about the American's with Disabilities Act (ADA) will provide information about protections for employment and the rights and responsibilities of employers. Co-facilitated by Jeffco Workforce and Division of Vocational Rehabilitation staff.
- ◆ **CHOICES Career Planner**
Has the "Game of Life" stumped you? Do you feel like a fish out of water in your current career or job? *The Choices Career Planner* can help. This advanced online career assessment system helps individuals effortlessly determine career paths that fit their skills, interests, and ambitions. In addition, the program helps career changers build powerful plans as they compare, connect, and choose from a vast network of training and work options.
- ◆ **Excel Levels I & II**
Excel I will explain how to produce spreadsheets, charts and formulas with this easy to use program; then, in Excel II we will go on to learn to freeze cells and work with multiple sheets.
- ◆ **Federal Job Search (Veterans Only)**
Are you a veteran? Would you like to learn how to translate your skills as an honored veteran into a rewarding job in the federal government? This workshop will help the veteran job seeker navigate the complex federal job application system. Participants will learn how to analyze vacancy announcements, understand veteran preference and various application methods, and write federal resumes and *Knowledge, Skills and Abilities (KSA's)*, among other things. Crack open the mystery of applying for federal jobs.
- ◆ **"Find Aid"- Learn about Ways to Pay for School!**
Do you want to go to school but not sure how to pay for it! This Financial Aid workshop will help individuals learn about financial aid resources and how to receive monies for school. The workshop will cover types of financial aid and steps on how to apply for financial aid.
- ◆ **Interviewing Techniques**
"Tell me about yourself..." "Why are you the best candidate for this position?" Do these phrases cause you to wake up in a cold sweat? Join us for a workshop that will have you cool, calm, and collected. Learn about the different types of interviews, as well as the stages of the interviewing process. Find out about dressing for success, what to bring to the interview, and how to do your homework before the interview. Learn effective techniques for answering and asking common interview.
- ◆ **Introduction to Microsoft Word**
Do you need to learn the basics of Microsoft Word? Jefferson County Workforce Center is excited to offer this introductory course that will have you creating documents and using basic word processing skills by the end of the course. **Prerequisite: Familiarity with the computer & type 20 wpm. Bring a memory stick/flash with you!**
- ◆ **Job Club for Boomers**
Do you often feel like you are the only person conducting a job search? This energizing job club will provide Networking opportunities where members can exchange job leads, ideas and information while providing valuable career strategies and job search techniques.
- ◆ **Job Search for Boomers**
"Age is an asset; experience, a benefit." This workshop is designed for the Boomer job seeker and will provide an orientation to all the services offered at the Jefferson County Workforce Center. In addition, participants get information and tips on today's competitive job market and about the unique resources available to Boomer job seekers.
- ◆ **Job Search and Application Submission Techniques**
Have you finally decided what you want to be when you grow up? Participants in this workshop will gain perspective and techniques for their personal job search. Discussion centers on the most effective job search strategies and techniques to approach your search with confidence and structures which helps you stay focused and feel valued during this exciting and challenging time in your life.
- ◆ **Keyboarding Essentials & Computer Basics**
Do you yearn to move beyond "hunt and peck"? Is C-O-M-P-U-T-E-R like a foreign word to you? We have combined two important skills into ONE hands-on workshop. You will learn the basics of turning on the computer, what the mouse does, and when to click or double click. As you master computer basics, learn to open applications, you also learn techniques such as touch key, posture, hand placement, other skills. **Bring a memory stick/flash drive with you!**
- ◆ **LinkedIn: The Key to Social Networking (Basics) and (Advanced)**
The world is just a "click" away and it's time to board the INFORMATION HIGHWAY. Come and learn about how the Internet opens a whole new world of NETWORKING possibilities.
* **BASICS** will view the website and provide information on setting up a LinkedIn account.
* **ADVANCED** is hands-on navigation of YOUR LinkedIn site. Must have set up a LinkedIn site for this class.
- ◆ **Managing Your Disability: 101**
Being disabled can be tough! This powerful, interactive workshop will teach you strategies and coping skills to manage your disability effectively. Valuable techniques and resources will be provided to help you live a productive life. Co-facilitated by Jeffco Workforce and Division of Vocational Rehabilitation staff.
- ◆ **Networking: Connecting with Others**
Did you know that over 60% of your job search should be spent networking? Learn the ins and outs of this essential job search tool. This interactive workshop will cover strategies for building your network, preparing an "elevator" pitch, advice on how to discover your existing network, and ways to easily expand your network.
- ◆ **Resume Writing Techniques**
Have you been waiting for that phone call or email? Are you still uncertain about the difference between a chronological and a functional resume? Learn how your resume is a written advertisement of your skills and competencies. Don't forget the cover letter because it is key to serious consideration of your resume. Bring a copy of your resume and a job posting to hit the ground running.

**Jefferson County Workforce Center is an equal opportunity program.
Auxiliary aids and services are available upon request to individuals with disabilities.**

COLORADO MILLS DRIVING DIRECTIONS:

Convenient access to Colorado Mills - Colorado Mills is located in Lakewood, Colorado at the intersection of West Colfax and Indiana Street, approximately 10 miles west of Downtown Denver. Colorado Mills may be accessed from I-70 by taking exit #263, the Denver West/Colorado Mills Parkway exit. Head south and cross over Colfax Ave. to enter the center. From 6th Avenue take the Indiana Street/Denver West Colorado Mills Boulevard exit and drive north for two blocks. Colorado Mills is also easily accessed from Colfax Avenue. **MALL LOCATION:** Enter through Entrance #1 (next to Borders Bookstore); Turn right and begin looking on your left hand side for Space #134 (St. Anthony's Hospitals)