



## NOVEMBER, 2009 FREE CAREER BUILDING WORKSHOPS

Participants must be registered with [www.connectingcolorado.com](http://www.connectingcolorado.com)

View the Workshop schedule online at [www.jeffco.workforce.org](http://www.jeffco.workforce.org)

All Workshops are held at 3500 Illinois Street, Golden **UNLESS** otherwise noted.

Register by visiting the Career Center or calling 303-271-4701.

WORKSHOP	FACILITATOR	DAY	DATE	TIMES	LOCATION
Excel I	Jack Gibbs	Mon	11/2	8:30-4:30	Room 1660
Career Exploration	Cheryl Sullivan	Tues	11/3	1:00-4:00	Room 1660
Excel II	Jack Gibbs	Wed	11/4	8:30-4:30	Room 1660
Managing Your Disability	Jill Howard	Wed	11/4	1:00-3:00	Room 2450
Professional Job Club	Kate Culligan	Wed	11/4	5:30-7:00	CO Mills, Ent 1, #134
Linked In Basics	Linda Sollars	Thurs	11/5	12:00-2:00	Room 2450
Boomer Job Club	Jane Grogan	Thurs	11/5	10:00-12:00	CO Mills, Ent 1, #134
Say It! Hear it! The Power of Effective Communication	Kathy Bauer Jeff Ctr for Mental Health	Thurs	11/5	3:00-5:00	Room 2450
Microsoft Word II	Donna Staley	Fri	11/6	9:00-12:00	Room 1660
Networking: Connect with Others	Hillary Saffran	Fri	11/6	9:00-11:00	Room 2450
Linked In Advanced	Linda Sollars	Fri	11/6	1:00-3:00	Room 1660
Job Search Techniques	Alison Collins	Fri	11/6	1:00-3:00	Room 2450
Excel I	Jack Gibbs	Mon	11/9	8:30-4:30	Room 1660
Job Interview Techniques	Alison Collins	Mon	11/9	9:00-11:00	Room 2450
Resume Writing Techniques	Kevin Ashcraft	Mon	11/9	1:00-3:00	Room 2450
Resume Writing:Exp Professional	Alison Collins	Tues	11/10	9:00-12:00	Room 1660
Don't Be A Grinch	Don Strankowski	Tues	11/10	9:30-12:00	Room 2450
Job Search for Boomers	Kay Ross	Tues	11/10	11:00-1:00	Long Term Care
Career Exploration	Linda Sollars	Tues	11/10	1:00-4:00	Room 1660
Military Veterans Info Workshop	Lonnie Tobias	Tues	11/10	1:30-4:30	Room 2450
Boomer Job Club	Jane Grogan	Thurs	11/12	10:00-12:00	CO Mills, Ent 1, #134
Creating Calm in Chaos	Maribeth Flanagan Jeff Ctr for Mental Health	Thurs	11/12	3:00-5:00	Room 2450
Stress Management	Sandra Thebaud	Fri	11/13	8:30-12:30	Room 2450
Computer Basics	Donna Staley	Fri	11/13	9:00-11:00	Room 1660
Job Search Techniques	Alison Collins	Fri	11/13	1:00-3:00	Room 2450
PowerPoint	Melanie Brooks	Fri	11/13	1:00-4:00	Room 1660
Excel I	Jack Gibbs	Mon	11/16	8:30-4:30	Room 1660
Job Interview Techniques	Alison Collins	Mon	11/16	9:00-11:00	Room 2450
Resume Writing Techniques	Kevin Ashcraft	Mon	11/16	1:00-3:00	Room 2450
Networking:Connect with Others	Hillary Saffran	Tues	11/17	9:00-11:00	Room 2450
Career Exploration	Linda Sollars	Tues	11/17	9:00-12:00	Room 1660
Transferable Skills	Barb Lopata	Tues	11/17	1:00-3:00	Room 2450
Excel II	Jack Gibbs	Wed	11/18	8:30-4:30	Room 1660
ADA and the Art of Disclosure	Jill Howard	Wed	11/18	1:00-3:00	Room 2450
Professional Job Club	Kate Culligan	Wed	11/18	5:30-7:00	CO Mills, Ent 1, #134
Military Veterans Networking	Dave Alred	Thurs	11/19	9:00-11:00	Justice Services
Boomer Job Club	Jane Grogan	Thurs	11/19	10:00-12:00	CO Mills, Ent 1, #134
Harnessing the Power of Change	Kathy Bauer Jeff Ctr for Mental Health	Thurs	11/19	3:00-5:00	Room 2450
Microsoft Word I and II & Mail Merge	Melanie Brooks	Fri	11/20	8:30-4:30	Room 1660
Excel I	Jack Gibbs	Mon	11/23	8:30-4:30	Room 1660
Job Searchfor Boomers	Kay Ross	Mon	11/23	11:00-1:00	Long Term Care
Find Aid	Nicole Grandberry	Mon	11/23	1:00-3:00	Room 2450
Military Vets Federal Job Search	Lonnie Tobias	Tues	11/24	1:00-4:00	Room 2450
Excel II	Jack Gibbs	Wed	11/25	8:30-4:30	Room 1660
Military Veterans Info Workshop	Lonnie Tobias	Wed	11/25	9:00-12:00	Room 2450
Excel I	Jack Gibbs	Mon	11/30	8:30-4:30	Room 1660
Job Interview Techniques	Alison Collins	Mon	11/30	9:00-11:00	Room 2450
Resume Writing Techniques	Kevin Ashcraft	Mon	11/30	1:00-3:00	Room 2450