

WORKSHOP DESCRIPTIONS

ADA & the Art of Disclosure – Co-facilitated by Jefferson County Workforce Center and Division of Vocational Rehabilitation

This workshop delivers effective ways to discuss disability with employers, especially when requesting reasonable accommodation in the workplace. Includes a general discussion about the Americans with Disabilities Act (ADA) and information about protections for employment and rights and responsibilities of employers.

Calm in Chaos – Presented by Jefferson Center for Mental Health

This experiential workshop provides participants with hands-on training to reduce workplace stress and increase productivity. Objectives of this Workshop include: Understand the different types of stress and its affects on the body and mind.

Career Exploration/Labor Market Research

This is the foundation workshop for job seekers. Participants will work on re-focusing and re-identifying their skills, values, strengths and applications to specific jobs using free character and skill assessment tools.

Computer Basics - No prior computer experience required

Learn the basics of operating a personal computer from how to turn it on to mouse functions. As you master the basics, learn techniques such as touch key, posture, hand placement, and other skills. Bring memory stick/flash drive (no more than 2 GB).

Excel I

Beginning basics of Microsoft Excel (2003) including formulas, tools, and shortcuts used to create spreadsheets for business and personal applications.

Excel II – Prerequisite: Excel I (2003)

Continue to build on your learning from Excel I to more advanced formulas and formatting of spreadsheets. Graphs and charts are introduced. Learn to freeze cells, make charts, and work with multiple sheets.

“Find Aid”- Learn How to Pay for School

Reviews all types of financial aid and action steps needed to apply. Leave with an understanding of the many federal, state and private financial aid options available to students and their families.

Harnessing the Power of Change – Presented by Jefferson Center for Mental Health

Lively presentation and discussion regarding how we can create the changes we want in our lives, and live with changes we have no control over. Stages of change will be discussed, as well as helpful resources for participants to create a plan to deal with life's "curveballs."

Introduction to Emotional Intelligence

Improve your effectiveness when dealing with others. Develop your ability to deal with daily demands and meet your goals. Learn the skills necessary to define your strengths and core values -- use them to communicate with flexibility and begin to perceive responses accurately.

Job Clubs for Professionals & Boomers – Colorado Mills Location

Off-site job clubs provide the networking opportunities to exchange job leads, ideas and information -- all important when creating effective job search techniques.

Job Interview Techniques

Learn about the different types of job interviews; the stages of the interviewing process, and techniques for answering and asking common interview questions. Find out how to dress for success, and the information you should know about the company before the interview begins.

Job Search for Boomers

Designed for the job seeker over 50, the workshop provides an orientation to all the services offered at the Jefferson County Workforce Center. Participants develop information and tips on both today's competitive job market and the unique resources available to the Boomer job seekers.

Job Search Techniques

The focus is on the most effective job search strategies and techniques to find a job in today's market.

Keyboarding – Prerequisite: Computer Basics workshop

Learn to type on a computer keyboard using correct hand and finger placement.

LinkedIn® Basics

Seventy percent of all jobs are not posted. LinkedIn is a networking website (www.linkedin.com) that provide unique search techniques for informational interviews, research companies, and connect to the resources that will lead to your new career.

LinkedIn® Advanced - Prerequisite: Must have a LinkedIn profile set up in advance of the workshop.

Discover hands-on navigation of your personal LinkedIn site. Understand the four "pillars" of the LinkedIn Experience: Profile, Groups, Contacts, and Applications.

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Managing Your Disability: 101 - Co-facilitated by Jefferson County Workforce Center and Division of Vocational Rehabilitation staff

This is an interactive workshop teaching strategies and coping skills to manage our disabilities effectively. Valuable techniques and resources will be provided to help you live a productive life.

Microsoft Word I (2003) – (3 hours) Prerequisites: Computer Basics; Keyboarding, and type 20+ wpm An introductory course that will have you creating documents and using basic word processing skills by the end of the course. Bring a memory stick/flash drive (no more than 2 GB) to class.

Microsoft Word II (2003) – (3 hours) Prerequisites: MS Word I; Computer Basics; Keyboarding, and type 20+ wpm

Learn advanced formatting and editing, advanced document setup as headers/footer, bullets/numbering, columns, tables/charts/graphs, and additional shortcut. Bring a memory stick/flash drive (no more than 2 GB).

Microsoft Word I, Word II, Mail Merge (2003) – (6 hours)

Full Day introductory course in Microsoft Word applications including creating documents, using basic word processing skills, formatting, editing, document set up, and mail merge. Bring a memory stick/flash drive.

Military Veterans Federal Job Search

Is Federal employment for you? Where do you start? How do you apply? How do you compete with your qualifications? These are just a few of the questions we answer at this interactive session. The workshop is for U.S. military veterans only.

Military Veterans Informational Workshop

Military Veterans Information Workshop" designed to give the veteran job seekers a complete overview of the Veterans Program at the Jefferson County Workforce Center and various services available to the veteran job seeker. Provides an overview of resumes, job search techniques and networking focused on solving problems in today's job search.

Military Veterans Learning to Network

Networking is important to veterans looking for employment in today's job market. Exploring the difference between networking vs. other search strategies, attendees leave the workshop having received help in the development of both a networking plan and a personal "star story". The workshop is for U.S. military veterans only.

Networking: Connecting with Others

Learn strategies for building your own network and practical advice on how to recognize, maintain and retain your network.

Personal Branding

It's very important to understand who you are before you determine what you want to do. Begin to define your strengths and skills that will help when interviewing for your next job or new career.

PowerPoint (2003) – 3 hours

Learn how to create a PowerPoint presentation, including opening documents, inserting slides, clip art, changing slide design, and other creative applications.

Resume Writing for the Experienced Professional

Need to update your resume? Bring an electronic and/or a hard copy of your resume, and in a group setting begin to brainstorm new and unique resume writing techniques. Guaranteed you will leave with a good start on your updated resume.

Resume Writing Techniques

Don't have a resume? Learn about the different types of resumes, and how to write an effective cover letter. Leave with ideas to create a resume that is an advertisement for your skills and competencies.

Say It! Hear It! The Power of Effective Communication – Presented by Jefferson Center for Mental Health

Learn to avoid communication misunderstandings by paying better attention to verbal and nonverbal cues, body language..

Social Security Ticket to Work

Linking candidates with disabilities to social security administration jobs. Find out about selection criteria for veterans and persons with disabilities, as well as job descriptions and locations for this new program in 2009.

Transferable Skills

Develop a personal list of your hard and soft skills and learn how they translate into the job you seek.