

# Workshop Descriptions

VIEW and REGISTER for **FREE** WORKSHOPS at <https://www.jeffco.us/1783/Workshops>  
All participants must be registered with [www.ConnectingColorado.com](http://www.ConnectingColorado.com).

All Workshops are offered at 3500 Illinois St., Golden, CO unless otherwise noted.

## **Attitude: Why It Matters**

This workshop will examine various aspects of attitude while focusing on how attitude has a major impact on getting and retaining employment, plus promotional opportunities.

## **Career Exploration**

Looking for the right career path? Discover a variety of assessments to explore and identify strengths and new opportunities. You will leave empowered, prepared, and motivated to take advantage of other career paths.

## **Conflict Resolution**

Conflicts can be detrimental to your well-being and can be the cause of job loss. Explore your go-to approach to conflict through the Thomas-Kilmann Conflict Assessment and learn about which approach is the best fit for the situation. Discover a conflict resolution model that guarantees success.

## **8 Essential Skills to Land and Keep a Job (Conover Assessment)**

Conover reports that research conducted by Harvard University, the Carnegie Foundation and Stanford Research Center has revealed that 85% of job success comes from having well-developed soft and people skills, while only 15% of job success comes from technical skills and knowledge. Join us for an interactive and engaging workshop and discover how to ensure success getting and keeping a job! Upon completion of the workshop you will have the opportunity to complete an online assessment.

## **Decision Making and Problem Solving**

Tired of making questionable decisions and/or struggling to find solutions to problems? This workshop offers a proven 8-step process to make better decisions and generate viable solutions. In addition, you'll have the opportunity to practice consensus decision making which is a critical skill for any job!

## **Dynamic Cover Letters**

Think cover letters are unnecessary? Think again! Cover letters are usually the first thing prospective employers look at before reviewing resumes. A cover letter is a shot at getting in the door and getting hired. Learn steps to writing and formatting an effective, concise and convincing cover letter. View different styles and formats that highlight job qualifications.

## **Effective Communication**

Effective communication is the key to professional and personal relationships. This 1-day workshop will provide you with a better understanding of what it takes to be heard, essential skills for better listening, strategies for providing feedback, a model for interpersonal communication and more!

## **Get Your "A" Game On: How to Succeed in and Keep a Job**

Struggling with meeting a boss's expectations? Have a supervisor with whom it's hard to see eye to eye? Discover how to keep a job in this engaging workshop. Learn to recognize the 7 expectations of employers and be equipped to effectively maintain your job and problem solve in any situation. This 3 hour course is appropriate for individuals at all levels of employment.

## **Goal Setting**

Have difficulty setting goals and following through on those goals? This workshop is the answer! Receive a step by step process on setting personal and professional goals. Learn how to set and achieve specific, measurable, attainable, relevant and time-bound goals and start achieving dreams!

## **Healthy Relationships**

Positive relationships are crucial to success on the job! Discover, in this 1-day workshop, what constitutes a healthy interpersonal relationship and the importance of setting boundaries. Learn how to use intention, purpose, and mindfulness to develop and maintain robust interpersonal connections. Recognize the "danger" signs and learn to problem solve to build productive relationships at work. Explore communication and conflict resolution techniques.

## **Interviewing For Success**

Have a resume that opens the door for interviews, but can't seem to land the job? Learn how to display confidence to a potential employer by preparing succinct answers to the most commonly asked questions. Discover how to "wow" the interviewer.

## **Job Search Tips**

Struggling to find that perfect job? Wondering where to start? Use the power of positive attitude in job search. Enhance the ability to locate job openings and stand apart from hundreds of applicants. Learn job search strategies, tips and techniques in locating the hidden job market.

## **Jump Start Your Job Search**

They say that looking for employment is a fulltime job. It is! Sometimes, it's hard to know where to start. Find out how to maximize your time and energy and stay motivated in your job search process by understanding how the pieces fit together. This is a full day workshop.

## **Kick Start Your Career: 5-Day Boot Camp**

This 5-day "boot camp" focuses on enhancing interviewing skills, creating a targeted resume to get results, developing a reference page, crafting a cover letter and job search strategies. Walk away prepared with all the tools needed to land the next job. This workshop may be the best investment in yourself you'll ever make!

## **LinkedIn Lab**

Did you know that 50% of hiring managers decide to contact an applicant based on their LinkedIn profile? Build your professional online presence and expand your network with hands-on experience and one-on-one assistance!

## **Microsoft Excel 2016 Part 1**

Learn the skills needed to work in Excel including how to enter different data, edit data, basic formula writing and working with columns and rows. Learn why Excel is the standard spreadsheet program used by employers. Add to your marketability!

## **Microsoft Excel 2016 Part 2**

This workshop continues building Excel skills and is for more complex functions. Learn how to use formulas and advanced formatting to enhance workbook documents. Create attractive, professional graphs and charts that can be displayed in spreadsheets or copied into Word documents or PowerPoint presentations.

**Suggested prior to attending this workshop: Excel I**

## **Microsoft Excel 2016 Part 3**

This workshop will provide additional training in Microsoft Excel (Currently Excel 2007 Version). Topics to be introduced will include charts, additional formulas, lookup, what-if statements and an introduction to pivot tables.

**Suggested prior to attending this workshop: Excel I and Excel II**

## **Microsoft Outlook 2016**

This course is designed for any person who needs a basic understanding of Microsoft Outlook 2016 to compose and send email, schedule appointments and meetings, manage contact information and calendars, and use tasks. It will provide the skills needed to communicate in real time with other users in flexible and time-saving ways. Learn how to take full advantage of Outlook's powerful features!

## **Microsoft PowerPoint 2016**

This workshop is ideal for any person who wants to expand their knowledge base of Microsoft Office Product skills. Learn what PowerPoint is for, and how to use it for presentations and projects.

## **Microsoft Word 2016 Part 1**

This is a MUST for almost every job! Be introduced to basic word processing tools and techniques and learn and practice document set-up, formatting, font size and type, page layout, setting margins, editing, proofing, outlining, bullets, numbering, section breaks, columns, page and section breaks and tab settings. Learn to create documents with a professional appearance and how to write business letters and other documents using Microsoft Word templates. This is a hands-on course.

## **Microsoft Word 2016 Part 2**

This workshop continues to build on the skills learned in Microsoft Word Part 1. Topics include column settings, inserting clip art and symbols, headers and footers, mail merge, setting leader tabs, tables, document breaks, format painter, indenting paragraphs and more.

**Suggested prior to attending this workshop: Word I**

## **Networking: Powerful Conversations and Connections**

Experts say that networking is 70 plus percent more effective than just applying on the open market! Learn about the magic of small talk and the benefits of informational interviewing. Get practical tips and actual practice. Don't delay, register today and start connecting.

## **Practice Interview Lab**

Knowing how to market yourself to employers is crucial. This lab gives hands-on practice with effectively communicating past experiences, strengths and weaknesses to potential employers. Each participant will conduct a practice interview and receive candid feedback in a supportive environment. Feedback will analyze and target behaviors that could make or break employment chances.

## **Resume Review Lab**

Frustrated and tired of not getting the interview? Bring your current resume and meet one-on-one with a resume expert to discover tips and techniques to update your resume and improve your chances of

landing the interview. At the beginning of the lab, listen to a brief review of resume concepts including pointers on how to target a resume to land the job you want.

## Resume Concepts

Need a resume but don't know where to begin? Have a resume but it's out of date? Discover how to highlight your qualifications, target employers and develop an eye-catching resume that gets you noticed! Participants should bring an existing resume if you have one. Time will be given to work on your resume with an instructor's help.

## The Secrets to Applying Online

On average, only 2 out of every 10 applicants fill out job applications completely and correctly. Give yourself an edge over the competition by learning employment application do's and don'ts. Discover how to streamline the process with a Master Application. This is a MUST workshop for every job seeker!

## Success Lab Open Lab

Wish you could practice your computer skills, test your knowledge, get help formatting your resume, assess your interests and more? This open lab is for you - it is a computer-based, self-paced lab. A lab assistant will be onsite to assist you. Self-paced programs include: Assess, My Next Move, Career Pathways, PathwayU, Conover and Career One Stop. Come often and stay as long as you like. **No pre-registration necessary.** Walk-ins welcome Tuesday afternoons and all-day Fridays!

## Teamwork: The Keys to Working Well With Others

Being a team player is critical to job success but sometimes teams don't seem to perform well. Ever wonder why? Explore Bruce Tuckman's 5 Stages of Team Development and understand the 8 critical roles necessary for effective team performance. You will walk away with the information that will make you a better team player and guarantee a high performing team as a result.