



Career Workshops

Workforce Boulder County offers a variety of FREE workshops to assist you in your job search and career transition. Find out more at www.wfbc.org. Register online through your account at www.connectingcolorado.com

Getting Started:

Before signing up for your first workshop, go to www.wfbc.org, click on the Career Services link, then Register for Services with Connecting Colorado. Or, visit www.connectingcolorado.com and set up an account.

How do I Sign Up?

1. Online— Login to your www.connectingcolorado.com account. Towards the right-hand side of the screen, click on “Workshops” under “My Tool Box”. Then click on “Upcoming Workshops” located in the blue bar towards the left-hand side of the screen. Select the workshops you would like to attend and then scroll to the bottom and hit “Go”.
2. Email— Email us at ceinfo@bouldercounty.org.

Virtual Workshop Information

1. Workshops will be conducted virtually using Microsoft Teams.
2. You do NOT need to have Teams downloaded on your computer this is a web-based service.
3. If you are joining via phone, you will need to download the Teams app prior to join the meeting.
4. **If you plan to access this meeting by phone**, the video component will use a LOT of data.

We recommend using the phone option only if you are connected to WiFi.

NOTE: If you have an older device, you may have trouble accessing the online classes.



If possible, we suggest you take the workshops you need in the order in which they are listed.

Career Exploration – Discover how your interests, personality, and values combine to lead you to the career that is right for you.

Updating & Tailoring Your Resume – Learn the current trends in resume writing and how to target your resume to the position to get your resume noticed. *Note: Please be clear about the job or jobs you want before taking this workshop.*

LinkedIn 101—Maximizing Your LinkedIn Profile — Covers how to make your profile stand out, set privacy settings, and make connections with others on LinkedIn.

NOTE: Go to LinkedIn.com and set up an account. Login to LinkedIn in a sperate window before joining the workshop

LinkedIn 201 — LinkedIn for Job Search – Once you have completed your Profile, learn how to unleash the power of LinkedIn to connect with past colleagues, uncover leads to unadvertised positions, and find new ways to search for your next job.

NOTE: Login to LinkedIn in a sperate window before joining the workshop

Virtual Job Search – Tap into the hidden job market and discover the importance of networking in your search. 50% of jobs are never advertised or posted. Employers prefer to hire job seekers who are referred by their colleagues and coworkers. Learn innovative ways to find the hidden jobs and get referred.

Interview Preparation – Learn to research a company, practice interview questions, and build your confidence! Prepare to interview successfully using a simple formula to showcase your skills and how to prepare strong answers to the tough interview questions.



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Date	Workshop	Time
Tuesday, July 13	Virtual Job Search	9:00 - 10:30
Tuesday, July 13	Updating & Tailoring Your Resume	1:00 - 2:30
Wednesday, July 14	Interview Preparation	1:00 - 3:00
Thursday, July 15	LinkedIn 101: Maximizing Your LinkedIn Profile	9:00 - 10:30
Tuesday, July 21	Interview Preparation	1:00 - 2:30
Wednesday, July 22	Updating & Tailoring Your Resume	9:00 - 10:30
Thursday, July 23	Interview Preparation	9:00 - 11:00
Thursday, July 23	Virtual Job Search	1:00 - 2:30
Tuesday, July 28	LinkedIn 201: LinkedIn for Job Search	9:00 - 10:30
Tuesday, July 28	Updating & Tailoring Your Resume	9:00 - 11:00
Wednesday, July 29	Interview Preparation	9:00 - 10:30
Thursday, July 30	Career Exploration	1:00 - 2:30

Computer Skills Development

Self-Directed Lab (SDL) **Available Remotely Only**

SDL offers CustomGuide tutorial software for Windows, Word, Excel, Outlook, PowerPoint, and Access. Other lessons include Office 365, OneDrive for Business, OneNote 2016, Project 2016, Skype for Business and Windows 10. Sign up for SDLs online through your account at www.connectingcolorado.com.

Email: sdinfo@bouldercounty.org for additional information