



## Waterbury American Job Center Offers December Employment and Training Workshops

WETHERSFIELD, November 17, 2015 – The Connecticut Department of Labor and the Northwest Regional Workforce Investment Board are offering a variety of training and employment workshops in December to assist area residents. Events are held at the Waterbury *American Job Center*, 249 Thomaston Ave. Please contact the office at (203) 437-3380 to register. Advance registration is encouraged due to space limitations. In addition to these workshops, the Resource Room continues to offer job-related internet access and online application assistance.

**CAMI (Connecticut Advanced Manufacturing Initiative) Orientation** –This session offers a one-hour review of Naugatuck Valley Community College Advanced Manufacturing Facility and Program.  
**December 1 (2 – 3 p.m.)**

**H1B Technical Skills Training Orientation:** Review the eligibility requirements and opportunities for mid-level skills training in Information Technology, Health Care, and Advanced Manufacturing. This session may be of particular interest to long-term unemployed jobseekers with some college credits.  
**December 3 (2 – 3 p.m.)**

**Cover Letters:** Participants will learn how to write effective cover letters for their résumés which can often be instrumental for a successful job search.  
**December 3 (9 – 11 a.m.)**

**Northwest Connecticut Construction Careers:** This information session is aimed at individuals seeking employment in construction-related fields. It provides a review of pre-employment and job training requirements. *Call (203) 510-7877 to register.*

**December 3 (10:30 a.m. – 12 p.m.)**  
**December 17 (10:30 a.m. – 12 p.m.)**

**Résumé Critiques:** This first come/first served, 15-minute session provides participants with the opportunity to have their résumé critiqued by Certified Professional Résumé Writers. A typed, working résumé is required.  
**December 4, 11, 18 (9 – 10 a.m.)**

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**Media Contact:** Nancy Steffens, Communications Director  
200 Folly Brook Boulevard, Wethersfield, CT 06109-1114  
Phone: (860) 263-6535 – Fax: (860) 263-6536 – [www.ct.gov/dol](http://www.ct.gov/dol)  
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**Job Search Strategies:** Participants will develop a successful plan; including use of proven tools and information, to conduct an effective job search.

**December 4 (9 a.m. – 12 p.m.)**

**Simentor On-Line tutorial:** In this first come/first served workshop, attendees will have the opportunity to view self-paced tutorials on résumé writing, interviewing /job seeking skills, job retention and job seeking skills for ex-offenders. Workshops offered on these days:

**December 7, 10, 14, 17, 21, 24, 28, 31 (1 – 2:30 p.m.)**

**Access: Orientation for Persons with Disabilities (& Friends and Relatives):** An informational workshop for *American Job Center* customers with disabilities. Learn how to access various programs that offer services/supports needed to obtain and maintain employment. Emphasis is on abilities, not *disabilities*.

**December 9 (1:30 – 3 p.m.)**

**Health and Life Science Career Orientation:** Explore potential training opportunities in the Health and Life Sciences fields offered through the Community College system.

**December 10 (1:30 – 3 p.m.)**

**December 17 (1:30 – 3 p.m.)**

**Résumé Basics:** Learn about important résumé sections, including formatting, and the pros and cons of different styles.

**December 10 (9 – 11 a.m.)**

**December 18 (9 – 11 a.m.)**

**Interviewing Techniques:** Geared toward helping participants increase their understanding of the interview process and how to best address challenging questions.

**December 14 (9 a.m. – 12 p.m.)**

**Advanced Résumé:** Enhance the content of your current résumé by refining your summary/profile, keywords, accomplishments and achievements.

**December 17 (9 – 11 a.m.)**

**Ticket to Work – Orientation for Persons receiving SSI or SSDI benefits:** Information for SSI/SSDI beneficiaries, their friends and families, about advantages of participating in the Social Security Ticket to Work Program. The job center is an approved Ticket Employment Network. No obligation.

**December 23 (1:30 – 3 p.m.)**

**Northwest Region Veterans' Employment Services:** Eligible veterans can receive veteran-specific re-employment services. Contact Yuriy Matviyenka at 203-437-3295 ([yuriy.matviyenka@ct.gov](mailto:yuriy.matviyenka@ct.gov)), Heather

Suddaby at (203) 437-3297 ([heather.suddaby@ct.gov](mailto:heather.suddaby@ct.gov)) or Ron Agard at (203) 437-3294 ([ron.agard@ct.gov](mailto:ron.agard@ct.gov)).

**Free Basic Computer Courses** – Please contact the United Labor Agency at (203) 755-8745.

**Free Financial Aid Review** – Offered by Community College CT Talent Assistance Cooperative Educational Opportunity Center (CONNTAC). Please contact Arlette Taylor at (203) 574-1140.

**Free GED classes** – Please contact the Northwest Regional Workforce Investment Board at (203) 574-6971.

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