



Bridgeport American Job Center Offers January Employment Workshops

WETHERSFIELD, December 18, 2015 – Connecticut Department of Labor employees in the Bridgeport *American Job Center*, located at 2 Lafayette Square, will offer a variety of training and employment workshops in January to assist area residents. Advance registration is encouraged due to space limitations. To register for these no-cost workshops, please call (203) 455-2700 or go online to http://www.ctdol.state.ct.us/ContactInfo/CTWorks/BPT_Info.htm

LinkedIn Part 1: Get Connected – January 6 (9 a.m. – noon)

In this hands-on class, you will learn how to set up a professional networking profile on LinkedIn that will enable you to build your network and connect/share information about job opportunities. Please note: *participants must have valid email address.*

Fundamentals of Resume Writing – January 7 and 21 (9:30 – 11:30 a.m.)

Intended for those who do not have a résumé or a current one, this session will be a discussion on the basics of résumé creation. Two styles of résumés will be presented, along with what should and should not be included. Participants will gain a thorough understanding of the eight parts of a résumé and the purpose of writing one. A manual will be included for participants to keep.

Successful Job Search Strategies – January 8 and 29 (9:30 –11:30 a.m.)

Learn effective job search strategies for the 21st century. Assess your preparation and build your confidence as you search for your next opportunity. Learn to implement successful job search methods. Discuss the importance of incorporating social media.

Résumé Critique – January 8, 15, 22 and 29 (9 – 11 a.m. by appointment only)

Schedule an appointment to meet with a Certified Professional Résumé Writer to review your current résumé. Bring updated, typed résumé for review.

LinkedIn Part 2: Networking Strategies – January 13 (9 a.m. – noon)

Highly recommended for class: completion of LinkedIn Part 1, complete profile, and at least 20 connections. Learn how to build relationships with contacts, approach new contacts, and generate job leads through proactive networking.

(More)

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
An Equal Opportunity/Affirmative Action Employer



LinkedIn Lab – January 13 and 27 (9 a.m. – noon)

Hands-on computer lab to enhance your profile, learn new tips, build connections, work on endorsements /recommendations, and have all your questions answered.

Advanced Résumé – January 14 and 28 (9:30 –11:30 a.m.)

Learn the impact of technology and social media on today’s résumé. What are the new trends and how these trends affect what to include or omit on the résumé.

Interviewing Strategies and Techniques – January 15 (9:30 – 11:30 a.m.)

This interactive session will focus on preparation, methods and follow-up to provide jobseekers with the knowledge and skills necessary to effectively compete with other candidates. The session includes simulated interview questions and the responses of participants will be critiqued to improve performance.

Internet Job Search – January 22 (9 a.m. – noon)

Use the Internet as an effective job search tool to find jobs and post résumés. *Prerequisites: valid email address and résumé on a flash drive.*

New Beginnings: Job Search Strategies for Ex-Offenders – January 22 (1-4 p.m.)

Learn techniques and strategies for your job search and how to present your past while focusing on your strengths as you look forward to your next job.

###