



## **Hartford Job Center Offers March Employment and Training Workshops**

WETHERSFIELD, February 18, 2015 – Connecticut Department of Labor employees in the agency’s Hartford *American Job Center*, located at 3580 Main Street, will offer a variety of training and employment workshops in March to assist area residents. Advanced registration is encouraged due to space limitations. Call (860)256-3700 to register for these no-cost workshops.

**The Essential Jobseeker Toolbox – March 4 (9 –11:30 a.m.):** A job search in the 21st century requires jobseekers to have a complete set of tools. This workshop will present key tips on preparing for the job search and understanding how to promote your “brand.” Learn how to use keywords to target your résumé and make yourself stand out. Get tips on utilizing online resources for researching companies and occupations. This workshop includes hands-on activities. Participants must have basic computer skills.

**Résumé Basics – March 11 (9 – 11:30 a.m.):** Intended for those who do not have a résumé or a current one, this session will be a lecture and 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.

**Interviewing Techniques – March 18 (9 – 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.

***Proper interview attire is strongly recommended.***

**Myers Briggs Type Indicator – March 19 (part one) and March 20 (part two)**

**(9 a.m. – 1 p.m.):** MBTI, as it is often referred to, is an assessment tool that links personality type to career choices. This workshop is designed for those changing careers or anyone wishing to learn about personality styles and how they impact career choices. *This workshop is in two parts and participants must register for and attend both sessions. When not offered as a workshop, customers may arrange individual sessions.*

**Energized and Positive – March 25 (9 – 11:30 a.m.):** Participants will join with other workers with more than 20 years of experience to share ways that jobseekers can promote themselves as the best candidate for the job. Experience and maturity are key assets; learn how to communicate your value and positively express your worth. You are at the “peak” of your passion, energy, abilities and knowledge and you can use that to position yourself to set new goals and reach new heights.

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