



## **Torrington *American Job Center* Offers April Employment and Training Workshops**

WETHERSFIELD, March 20, 2015 – The Connecticut Department of Labor and the Northwest Regional Workforce Investment Board (NRWIB) are offering a variety of training and employment workshops in April to assist Torrington-area residents. Events are held at the Torrington *American Job Center*, 685 Main Street. Please contact the office at (860)496-3300 to register. Advance registration is encouraged due to space limitations. The following workshops are now being offered:

**WIA Information Session:** Participants will review the process and eligibility requirements for receiving funding for training through the federal Workforce Investment Act (WIA).

**April 2 (9 a.m. – 12 p.m.)**

**April 9 (9 a.m. – 12 p.m.)**

**April 16 (9 a.m. – 12 p.m.)**

**April 23 (9 a.m. – 12 p.m.)**

**April 30 (9 a.m. – 12 p.m.)**

**LinkedIn:** Attendees will create a profile on a professional networking website and learn the advantage of a digital presence in today's job market. Attendees must have a valid e-mail address.

**April 10 (9 a.m. – 12 p.m.)**

**Job Search Strategies:** Participants will develop a successful plan and learn how to use tools and information to conduct an effective job search.

**April 8 (9 a.m. – 12 p.m.)**

**April 29 (9 a.m. – 12 p.m.)**

**Interviewing Techniques:** Participants will increase their understanding of the interview process and address challenging questions.

**April 15 (9 a.m. – 12 p.m.)**

**Myers-Briggs Type Indicator (MBTI) assessment:** 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.

**April 22 (1 – 4 p.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)  
An Equal Opportunity/Affirmative Action Employer



**On-Line Applications #1:** Avoid getting screened out by knowing what employers expect in an online application.

**April 17 (9 a.m. – 12 p.m.)**

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

**April 1 (9 a.m. – 12 p.m.)**

**April 22 (9 a.m. – 12 p.m.)**

**Veterans' Representative on-site:** Connecticut Department of Labor Veterans' Representative Yuriy Matviyenka is available, by appointment, to meet with customers. For a pre-scheduled appointment, please email [heather.suddabey@ct.gov](mailto:heather.suddabey@ct.gov) or call (203) 437-3297.

**Appointments available: April 10, April 17, April 24**

**Computers Basics:** Learn about the various parts of a PC and improve mouse/keyboard skills.

**April 24 (9 a.m. – 12 p.m.)**

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

**April 20 (10 – 11 a.m.)**

**Unemployment: Coping with Stress While Creating a Future:** Learn about strategies and coping mechanisms to handle stress while conducting your job search.

**April 8 (1 – 3 p.m.)**

**Pre-manufacturing Information session:** For those seeking employment in manufacturing and related trades. Session will provide a review of this pre-employment preparation - job training program for potential participants.

**April 10 (10 a.m. – 12 p.m.)**

**April 24 (12:30 – 2:30 p.m.)**

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