WETHERSFIELD, October 24, 2016 –The Waterbury American Job Center, located at 249 Thomaston Avenue, will offer a variety of training and employment workshops in November to assist area residents. Advance registration is encouraged due to space limitations. Please call (203) 437-3380 to register for these no-cost workshops.

Connecticut Advanced Manufacturing Initiative (CAMI) Orientation – Offers a one-hour review session of Naugatuck Valley Community College’s Advanced Manufacturing Facility and Program. Call (203) 574-6971 to register.  
November 1 (2 – 3 p.m.)

Health Professions Opportunity Grant (HPOG) Orientation: Learn about careers in the healthcare field through the Careers Advancement Project (Health CAP). Eligible participants can receive training to assist them in securing a job, and advance, in the healthcare field.  
November 1 and November 15 (1:30 – 2:30 p.m.)

Northwest Connecticut Construction Careers: This information session is aimed at individuals seeking employment in construction-related fields. Provides a review of pre-employment and job training requirements. Call (203) 510-7877 to register.  
November 3 and November 17 (10:30 a.m. – 12 p.m.)

Over 40 and Looking for Work: Discuss challenges and employer expectations. Develop strategies to combat myths of the “older worker” in the hiring process.  
November 4 (9 – 11:30 a.m.)

Résumé Critiques: Have your résumé reviewed by a Certified Professional Résumé Writer trained in developing documents that generate job interviews. Receive objective and unbiased feedback to assist you in addressing problematic issues, along with identifying areas for improvement. 
November 4 and November 18 (9 – 10 a.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. Call 203-574-6971 to register.  
November 7, 10, 14, 17, 21, 28 (1 – 2:30 p.m.)

-More-

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Phone: (860) 263-6535 – Fax: (860) 263-6536 – www.ct.gov/dol  
An Equal Opportunity/Affirmative Action Employer
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. The emphasis is on abilities, not disabilities. Call 203-574-6971 x442 or email gary.madison@nrwib.org to register.
November 9 (1:30 – 3 p.m.)

Successful Job Search Strategies: Learn job search strategies that will help successfully secure your next position. Topics include employer research, importance of preparation and organization in the job search, networking, and using social media to establish a digital presence.
November 14 (1 – 3:30 p.m.)

Fundamentals of Résumé Writing
Learn how to write a focused résumé needed to secure job interviews and employment offers. Topics include thinking like an employer, strategies for developing essential parts of the résumé, keywords, relevant vs. irrelevant information, formatting and cover letters.
November 14 and November 28 (9 a.m. – 12 p.m.)

Cover Letters: Participants will learn how to write effective cover letters for their résumés that can often be instrumental for a successful job search.
November 18 (9 – 11 a.m.)

Interviewing Strategies and Techniques: Learn how to strategically prepare for critical job interview questions. Topics include company research, developing a candidate message, questions to ask employers, closing the interview and following up.
November 18 (9 a.m. – 12 p.m.)

Advanced Résumé: Enhance the content of your current résumé by refining your summary/profile, keywords, accomplishments and achievements.
November 21 (9 – 11:30 a.m.)

Ticket to Work – Orientation for Persons receiving SSI or SSDI benefits (NRWIB): 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. Call (203) 574-6971 X 442 or email gary.madison@nrwib.org to register.
November 23 (1:30 – 3 p.m.)

P2E Orientation: Learn about the merits of this exceptional FREE five-week training course on a successful job search. Provides solutions to long-term (27+ weeks) unemployed individuals. Call (203) 767-3847 for more information

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