Norwich American Job Center Offers
December Employment & Training Workshops

WETHERSFIELD, November 25, 2016 – The Norwich American Job Center, located at 113 Salem Turnpike, is offering a variety of employment and training workshops to area residents in December. Advanced registration is encouraged due to space limitations. Please visit CTHires.com or call (860) 859-5777 to register.

Confidence Makeover: Rebound and Recover: This two-day workshop provides an outline of how to work toward a concrete confidence makeover. Suggests a variety of specific techniques and gives attendees practical confidence-building tips that can make a difference in being the right candidate.
December 1 & 2 (9 – 11:30 a.m.)

Applying Online: Jobseekers will learn the basics of applying online, including the use of job search engines, emailing employers, and attaching and inserting résumé to online applications and emails.
December 2 (9:30 a.m. – 12:30 p.m.)

Metrix Learning: Offers online training for the Metrix Learning System with E-Training licenses that allow 90 days of 24/7 unlimited access to more than 5,000 courses (IT, desktop computer skills or healthcare education). Learn new skills or upgrade existing skills to help find the job you want, or to enhance your career.
December 5 (9:30 – 11:30 a.m.)

Ticket to Work Orientation: Designed for Social Security beneficiaries wanting to return to work and become financially independent while keeping their Medicare or Medicaid benefits.
December 5 (1 – 2 p.m.)

Basic Computer and Skills for Jobseekers: In this two-day, six hour “hands-on” workshop, participants learn the basics of desktop navigation with Windows 7, keyboarding, and using email. If you are new to computers, or need a refresher, this is the workshop for you.
December 7 & 8 (9:30 a.m. – 12:30 p.m.)

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Step Up Workshop: Looking for a job? Get an edge over the competition! Find out if you qualify for one of these programs: the Subsidized Training & Employment Program, the Small Manufacturer Training Grant Program, or the Step Up for Vets Program.
December 9 (10 – 11:30 a.m.)

Health Careers Orientation: Provides an overview of in-demand careers in healthcare, job skills and available certificate and degree programs. Participants also receive information about financial assistance.
December 8 (10 – 11:30 a.m.)

Get Back to Work: You can overcome job search stress. Stay connected, get involved, and know your next steps. Staff can offer guidance, direction and opportunity. Register at the Front Desk today to learn more.
December 13 (1 – 3 p.m.) and December 29 (9 a.m. – 12 p.m.)

In-Demand Jobs in Eastern CT: Learn how to strategically prepare for critical job interview questions. Topics include company research, developing a candidate message, questions to ask the employer, closing the interview and follow up.
December 14 (10 – 11:30 a.m.)

Introduction to Microsoft Word: In this two-day workshop, participants learn how to create a document, save it to disk, open and close it, make changes and print it. Prerequisite: Attendees must possess a basic knowledge of computers or have attended the computer basics workshop.
December 14 & 15 (9 a.m. – 12 p.m.)

CT Hires – Résumé Builder: Focuses on building and completing a résumé in CTHires with participants reviewing and updating their CTHires profile, including job skills. They will also complete a comprehensive résumé build in CTHires with the assistance of the workshop instructor and learn to download, print and email your résumé from CTHires.
December 22 (9:30 a.m. – 12:30 p.m.)

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