Willimantic American Job Center Offers
December Employment and Training Workshops

WETHERSFIELD, November 25, 2016 – The Willimantic American Job Center will offer a variety of training and employment workshops in December to assist area residents. Advanced registration is encouraged due to space limitations. The Willimantic AJC is located at 1320 Main Street, Tyler Square, and individuals can visit CTHires.com or call (860) 450-7603 to register.

**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 and Employment Program; Small Manufacturer Training Grant Program; or the Step Up for Vets Program.
**December 1 and 12 (10:30 a.m. – 12 p.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.
**December 5 (10 a.m. - 12 p.m.) and December 21 (1 p.m. - 3 p.m.)**

**Applying Online: The Basics** – In this three-hour workshop, you will learn the basics of applying online, using job search engines, emailing employers, and attaching and inserting résumés to online applications and emails.
**December 6 (9 a.m. - 12 p.m.)**

**In-Demand Jobs in Eastern CT** – Our on-the-job training programs may help give you the competitive edge to get hired. Explore in-demand jobs in advanced manufacturing, technology or engineering, and the skills employers want. On-site screening will pre-qualify you for one or more programs.
**December 7 (3:30 p.m. – 5 p.m.)**

**Fundamentals of Résumé Writing** – Learn 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.
**December 9 (9 a.m. – 12 p.m.)**

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An Equal Opportunity/Affirmative Action Employer
Confidence Makeover: Rebound & Recover – Offers an outline on how to work toward a concrete confidence makeover. Workshop suggests a variety of specific techniques and gives practical confidence-building tips that can make a significant difference in being the right candidate.

December 9 (9 a.m. – 2 p.m.)

Metrix Learning – Two-hour orientation to online training through the Metrix Learning System. E-Training licenses allow 90 days of 24/7 unlimited access to over 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 enhance your career.

December 13 (9:30 – 11:30 a.m.)

Basic Computer & Email Skills for Jobseekers – This two-day, six-hour ‘hands on’ workshop, provides the basics of learning desktop navigation with Windows 7, keyboarding, and the basics of using email. If you are new to computers, or need a refresher, this is the workshop for you!

December 14 & 15 (9:30 a.m. -12:30 p.m.)

Health Careers Orientation – An overview of in-demand careers in healthcare, job skills and available certificate and degree programs. Also receive information about financial assistance.

December 14 (10 – 11:30 a.m.)

Introduction to Microsoft Word – In this two-day workshop, learn how to create a document, save it to a disk, open and close it, make changes, and print it. PREREQUISITE: Must possess basic knowledge of computers or have attended Computer Basics Workshop.

December 20 & 21 (9:30 a.m. – 12:30 p.m.)

Ticket to Work Orientation – This workshop is designed for Social Security beneficiaries wanting to return to work and become financially independent while keeping their Medicare or Medicaid benefits.

December 21 (11 a.m. – 12 p.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 the employer, closing the interview and following up.

December 23 (9 a.m. – 12 p.m.)

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