Danielson American Job Center Offers January Employment and Training Workshops

WETHERSFIELD, December 23, 2016 – The Danielson American Job Center will offer a variety of training and employment workshops in January 2017 to assist area residents. Advanced registration is encouraged due to space limitations. The Danielson AJC is located at 95 Westcott Road and individuals can visit CTHires.com or call (860) 412-7000 to register.

Applying Online: The Basics – Learn the basics of applying online, including using job search engines, emailing employers, and attaching and inserting résumés to online applications and emails.
January 4 (1 – 4 p.m.)

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.
January 4 or 20 (1 – 2:30 p.m.) and January 30 (10 – 11:30 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 the employer, closing the interview and following up.
January 5 (9 a.m. – 12 p.m.) or January 30 (1 – 4 p.m.)

Metrix Learning – 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.
January 5 (1 – 3 p.m.)

Do What You Are – Meyers Briggs – This workshop helps you take charge of your career with the help of Myers Briggs Type Indicator Assessment. Explore suitable careers, identify personal strengths and weaknesses and learn effective job search techniques.
January 6 (9 a.m. – 2 p.m.)
Résumé Critique – Have your résumé reviewed by a Certified Professional Résumé Writer trained in developing strategic documents that generate job interviews. Receive objective and unbiased feedback to assist you in addressing problematic issues along with identifying areas for improvement.

January 9 or January 26 (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. Our staff is here to offer guidance, direction and opportunity.

January 9 (1 – 3 p.m.) or January 23 (10 a.m. – 12 p.m.)

In-Demand Jobs in Eastern CT – Our on-the-job (OJT) training programs can help give you the competitive edge to get hired. Explore in-demand jobs in advanced manufacturing, technology or engineering, and the skills employers want. Onsite screening will pre-qualify you for one or more OJT Programs.

January 11 (10 – 11:30 a.m.)

Fundamentals of Résumé Writing – Learn how to write a focused résumé 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.

January 12 (9 a.m. – 12 p.m.) or January 23 (1 – 4 p.m.)

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

January 12 and 13 (1 – 4 p.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.

January 18 (10 – 11 a.m.)

Successful Job Search Strategies – Learn strategies that will help you successfully secure your next job. Topics include employer research, importance of preparation and organization in the job search, networking and using social media to establish a digital presence.

January 19 (9 a.m. – 12 p.m.)

CTHires – Résumé Builder – This workshop focuses on building and completing a résumé in the CTHires online employment system. Opportunity provided to review and update your CTHires profile including job skills, and to complete a comprehensive résumé build in CTHires with the assistance of the workshop instructor. Also learn how to download, print, and email your résumé from CTHires.

January 20 (9:30 a.m. – 12:30 p.m.)

-more-
Confidence Makeover: Rebound & Recover – Provides an outline of 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.
January 25 (9 a.m. – 2 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.
January 26 (10 – 11:30 a.m.)

Introduction to Microsoft Word – Learn how to create a document, save it to a disk, open and close it, make changes, and print it in this two-day workshop. PREREQUISITE: Participants must possess basic knowledge of computers or have attended Computer Basics Workshop.
January 26 and 27 (1 – 4 p.m.)

###