Norwich American Job Center Offers January Employment & Training Workshops

WETHERSFIELD, December 23, 2016 – The Norwich American Job Center, located at 113 Salem Turnpike, is offering a variety of employment and training workshops to area residents in January 2017. Advanced registration is encouraged due to space limitations. To register, please visit CTHires.com or call (860) 859-5777.

**Applying Online – The Basics:** Jobseekers will learn the basics of applying online, including how to use job search engines, emailing employers, and attaching and inserting a résumé to online applications and emails.
*January 4 (9:30 a.m. – 12:30 p.m.)*

**Confidence Makeover – Rebound and Recover:** This two-day workshop presents an outline of how to work toward a concrete confidence makeover. The workshop suggests a variety of specific techniques and gives attendees practical confidence-building tips that can make a difference in being the right candidate.
*January 5 and 6 (9 a.m. – 2 p.m.)*

**Metrix Learning:** Introduction to online training offered through the Metrix Learning System. Users are allowed 90 days of 24/7 unlimited access to more than 5,000 courses, including those in Information Technology, desktop computer skills, and healthcare education. Learn new skills or upgrade existing skills to help find the job you want or to enhance your career.
*January 11 (9:30 – 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 to learn more.
*January 11 (1 – 3 p.m.) and January 26 (9 a.m. – 12 p.m.)*

**Health Careers Orientation:** This workshop provides an overview of in-demand careers in healthcare, job skills and available certificate and degree programs. Participants will also receive information about financial assistance.
*January 12 (10 – 11:30 a.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 program, or the Step Up for Vets program.
January 13 and 27 (10 – 11:30 a.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.
January 17 (10 – 11:30 a.m.)

Basic Computer and Email Skills for Jobseekers: In this two-day course, a “hands-on” workshop will allow participants to learn the basics of 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.
January 18 and 19 (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 retaining their Medicare of Medicaid benefits.
January 23 (1 – 2 p.m.)

Introduction to Microsoft Word: In this two-day workshop participants will 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.
January 25 and 26 (9:30 a.m. – 12:30 p.m.)

CTHires – Résumé Builder: This workshop focuses on building and completing a résumé in CTHires. Participants will review and update their CTHires profile, including job skills, and complete a comprehensive résumé build in CTHires with the assistance of the workshop instructor. Participants will also learn to download, print and email their résumé from the CTHires online employment system.
January 26 (9:30 a.m. – 12:30 p.m.)

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