Willimantic American Job Center Offers
January Employment and Training Workshops

WETHERSFIELD, December 23, 2016 – The Willimantic 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 Willimantic AJC is located at 1320 Main Street, Tyler Square and individuals can visit CTHires.com or call (860) 450-7603 to register.

Metrix Learning – Offers a two-hour orientation to online training through the Metrix Learning System. E-Training licenses 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 enhance your career.
January 5 (9:30 -11:30 a.m.)

In-Demand Jobs in Eastern CT – Our on-the-job (OJT) 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. Onsite screening will pre-qualify you for one or more OJT programs.
January 5 (10 – 11:30 a.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 5 (10 a.m. – 12 p.m.) and January 18 (3 – 5 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 5 (1 – 2 p.m.)

Applying Online: The Basics – This three-hour workshop provides the basics when applying online, including using job search engines, emailing employers, and attaching and inserting résumés to online applications and emails.
January 9 (9:30 a.m. – 12:30 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 10 and 11 (9:30 a.m. – 12:30 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: Subsidized Training & Employment Program, Small Manufacturer Training Grant Program or Step Up for Vets Program.

January 10 or January 26 (10:30 a.m. – 12 p.m.)

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 11 or 12 (9 – 11:30 a.m.)

Fundamentals of Résumé Writing – Learn how to write a focused résumé to secure a job interview and employment offers. Topics include thinking like an employer, strategies to develop essential parts of the résumé, keywords, relevant vs. irrelevant information, formatting and cover letters.

January 13 (9 a.m. – 12 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 17 (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.

January 24 and 25 (9:30 a.m. – 12:30 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. You will also learn how to download, print, and email your résumé from CTHires.

January 25 (1 – 4 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.

January 27 (9 a.m. – 12 p.m.)

###