Hamden American Job Center Offers July Employment & Training Workshops

WETHERSFIELD, June 23, 2016 – Connecticut Department of Labor employees in the agency’s Hamden American Job Center, 37 Marne Street, will offer a variety of no-cost training and employment workshops in July to assist area residents. Advanced registration is encouraged due to space limitations. Please call (203) 859-3200 to register.

Career Exploration – July 6 (9 a.m. – 12 p.m.): Discover your interests, work values and abilities, and learn how to gather information and conduct an occupational search to help you make good career decisions, set goals and take action.

Veterans’ Workshop – July 6, 13, 20 and 27 (1 – 3 p.m.): Veterans are encouraged to participate in this workshop, which covers the basics of developing an effective résumé. Topics covered include translating military skills and accomplishments into civilian terminology, understanding federal résumé formatting, and common résumé mistakes to avoid. There is ample time for participants to ask questions of members of the Connecticut Department of Labor’s Office for Veterans’ Workforce Development.

Fundamentals of Résumé Writing – July 7 (9 a.m. – 12 p.m.) and July 21 (1 – 4 p.m.): This workshop will provide you with the valuable information you need to create a professional résumé.

Advanced Résumé Writing & Cover Letters – July 7 (1 – 4 p.m.): This workshop, an extension of Résumé Basics, covers advanced formatting techniques, electronic résumés and cover letters.

Over 40 and Looking for Work – July 8 and 22 (9 a.m. – 12 p.m.): Participants will discuss the challenges and employer expectations for older workers and develop strategies to successfully mitigate possible stereotyping that may occur during the hiring process.

Successful Job Search Strategies – July 14 (9 a.m. – 12 p.m.): Attendees will learn useful job search strategies and gain pointers on telephone skills, networking, the hidden job market and interviewing.

Interviewing Strategies & Techniques – July 14 (1 – 4 p.m.) and July 28 (9 a.m. – 12 p.m.): Learn interview preparation and techniques and discover the best way to respond to questions from an interviewer, how to negotiate a “win-win” package, and learn what to say and when and how to say it.

LinkedIn – July 15 (9 – 11 a.m.): This workshop uses a lecture/PowerPoint based format to help participants learn the importance of utilizing LinkedIn and developing an effective profile page to aid in their job search.

Networking Group – July 28 (1 – 3 p.m.): Members of this group will learn how to use networking as part of their job search and other important career tips to apply to their job search.

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MEDIA RELEASE

CT Department of Labor Communications Office
Commissioner Scott D. Jackson

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