New London and Norwich American Job Centers Offer July Employment and Training Workshops

WETHERSFIELD, June 23, 2016 – The New London and Norwich American Job Centers will offer a variety of training and employment workshops in July to assist area residents. Advanced registration is encouraged due to space limitations. The New London AJC is located at Shaw’s Cove Six and individuals can visit CTHires.com or call (860) 439-7670 (option #6) to register. The Norwich AJC is located at 113 Salem Turnpike, Suite 300, and individuals can visit to CTHires.com or call (860) 859-5777 to register.

New London AJC Workshops

**Basic Computer Skills for Online Job Search** – July 6 (2 – 5 p.m.): In this three-hour workshop, jobseekers will learn basic computer skills necessary to conduct an on-line job search. Topics will include mouse skills, vital keyboard knowledge, basic navigation using Windows 7, accessing the Internet and tabbed browsing. You will also learn how to locate and navigate a website, about search engines (Google) and job search engines, and receive an introduction to CTHires.

**STEP UP** – July 7 and 21 (9 – 10:30 a.m.): Looking for a job? Get an edge over the competition in this workshop. 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.

**Fundamentals of Résumé Writing** – July 7 and 21 (9 a.m. – 12 p.m.): Learn to write a focused résumé that can help secure job interviews and employment offers. Topics include thinking like an employer, strategies for developing individual sections, relevant information, formatting and cover letters.

**Résumé Critique** – July 11, 18 and 25 (9 a.m. – 10:15 a.m.): 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 identify ways to strengthen your résumé and determine areas for improvement.

**Get Back to Work** – July 12 and 26 (1 – 3 p.m.): You can overcome job search stress. Stay connected, get Involved, and know your next steps. Labor Department staff will be here to offer guidance, direction and opportunity. Please register at the front desk.
In-Demand Jobs in Eastern CT: How OJT Training Can Help You Get Hired – July 13 (10 – 11:30 a.m.): Our On-the-Job Training Program can help give you the competitive edge to get hired. Explore in-demand jobs in advanced manufacturing, technology, engineering and other skills employers want. On-site screening will pre-qualify you for one or more OJT programs.

Interviewing Strategies and Techniques – July 14 (9 a.m. – 12 p.m.): 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.

Health Careers Orientation – July 15 (10 – 11:30 a.m.): An overview of in-demand careers in healthcare, job skills and available certificate and degree programs. Also receive information about financial assistance.

Online Services Orientation – July 18 (2 – 4 p.m.): In this two-hour orientation session, learn about the features and benefits available in CTHires. Learn to update your Individual Profile, use My Dashboard and My Calendar. Discover the resources available in the Learning Center and through Education links – including online learning resources. Online learning resources include Alison, GCF, the Basic Computer Skills Tutorial and Metrix Learning.

Do What You Are – Meyers Briggs – July 20 (9 a.m. – 2 p.m.): This workshop lets 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.

Successful Job Search Strategies – July 27 (9 a.m. – 12 p.m.): Learn job search strategies that will help you to help you successfully secure your next position. Topics include employer research, importance of preparation and organization in the job search, networking and using social media to establish a digital presence.

Norwich AJC Workshops

Get Back to Work – July 6 (3 – 5 p.m.) and July 20 (1 – 3 p.m.): You can overcome job search stress. Stay connected, get involved and know your next steps. Labor Department staff will be here to offer guidance, direction and opportunity. Register at the front desk.

Basic Computer Skills for Online Job Search – July 7 (9:30 a.m. – 12:30 p.m.): In this three-hour workshop, jobseekers will learn basic computer skills necessary to conduct an on-line job search. Topics will include mouse skills, vital keyboard knowledge, basic navigation using Windows 7, accessing the – more –
Internet, and tabbed browsing. You will also learn how to locate and navigate a website, about search engines (Google) and job search engines, and receive an introduction to CTHires.

**Online Services Orientation** – July 12 (1:30 – 3:30 p.m.): In this two-hour orientation session learn about the features and benefits available in CTHires. Learn to update your Individual Profile using *My Dashboard* and *My Calendar*. Discover the resources available in the Learning Center and through Education links – including online learning resources. Online learning resources include Alison, GCF, the Basic Computer Skills Tutorial and Metrix Learning.

**In-Demand Jobs in Eastern CT: How OJT Training Can Help You Get Hired** – July 13 (3:30 – 5 p.m.): Our On-the-Job Training Program can help give you the competitive edge to get hired. Explore in-demand jobs in advanced manufacturing, technology, engineering and other skills employers want. On-site screening will pre-qualify you for one or more OJT programs.

**STEP UP** – July 15 and 29 (10 - 11:30 a.m.): Looking for a job? Get an edge over the competition in this workshop. 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.

**Health Careers Orientation** – July 26 (10 – 11:30 a.m.): An overview of in-demand careers in healthcare, job skills and available certificate and degree programs. Also receive information about financial assistance.

**Résumé Critique** – July 29 (9 a.m. – 12 p.m.): Have your résumé reviewed by a Certified Professional Résumé Writer (CPRW) 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.

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