Danielson *American Job Center* Offers August Employment and Training Workshops

WETHERSFIELD, July 15, 2016 – The Danielson *American Job Center* will offer a variety of training and employment workshops in August to assist area residents. Advanced registration is encouraged due to space limitations; please visit [CTHires.com](http://CTHires.com) or call (860) 412-7000 to register. The Danielson AJC is located at 95 Westcott Road.

**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 and Employment Program, Small Manufacturer Training Grant Program, or the Step Up for Veterans Program.

**August 3 and 17 (10 – 11:30 a.m.)**

**Do What You Are – Meyers Briggs** – This two-day workshop helps you take charge of your career with the help of the Myers Briggs Type Indicator Assessment. Explore suitable careers, identify personal strengths and weaknesses, and learn effective job search techniques.

**August 4 and 5 (9 a.m. – 12 p.m. each day)**

**Basic Computer Skills for Online Job Search** – In this three-hour workshop, jobseekers will learn basic computer skills necessary to conduct an online job search. Topics will include mouse skills, vital keyboard knowledge, basic desktop navigation using Windows 7, accessing the Internet and tabbed browsing, locating and navigating a website, Search Engines (Google), and job search engines as well as an Introduction to the *CTHires* employment system.

**August 4 (9 a.m. – 12 p.m.)**

**Online Services Orientation** – In this two-hour orientation, learn about the features and benefits available in the *CTHires* employment system. Learn how to update your Individual Profile, use My Dashboard and My Calendar. Discover the resources available in the Learning Center and Education Services links – including online learning resources. Online learning resources include Alison, GCF, Basic Computer Skills Tutorial, and Metrix Learning.

**August 9 (9:30 – 11:30 a.m.)**

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Phone: (860) 263-6535 – Fax: (860) 263-6536 – [www.ct.gov/dol](http://www.ct.gov/dol)
An Equal Opportunity/Affirmative Action Employer
Get Back to Work – You can overcome job search stress: stay connected, get involved, and know your next steps. Our staff can offer guidance, direction and opportunity.
**August 9 (1 – 3 p.m.) and August 24 (3 – 5 p.m.)**

**Fundamentals of Résumé Writing** – Learn how to write a focused résumé needed 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 developing cover letters.
**August 11 (9 a.m. – 12 p.m.) and August 24 (1 – 4 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.
**August 12 (10:30 a.m. – 12 p.m.) and August 29 (1:30 – 3 p.m.)**

**In Demand Jobs in Eastern CT: How OJT Training Can Help You Get Hired** – Our on-the-job training (OJT) 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. Onsite screening will pre-qualify you for one or more OJT programs.
**August 18 (10 – 11:30 a.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.
**August 23 (10 – 11:30 a.m.)**

**Successful Job Search Strategies** – Learn job search strategies that will 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.
**August 25 (9 a.m. – 12 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.
**August 31 (1 – 4 p.m.)**

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