New London American Job Center Offers August Employment & Training Workshops

WETHERSFIELD, July 15, 2016 – The New London American Job Center located at Shaw’s Cove Six, is offering a variety of Employment and Training workshops in August to area residents. Advanced registration is encouraged due to space limitations. Please go to CTHires.com or call (860) 439-7670 (Select Option #6) to register.

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 CT Hires employment system.  
**August 3 (2 – 5 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.  
**August 4 (10 – 11:30 a.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 5 (9:30 – 11:30 a.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 and Employment Program, Small Manufacturer Training Grant Program or Step Up for Veterans Program.  
**August 5 and 18 (9 – 10:30 a.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 8, 15, 22, 29 (9 – 10:15 a.m.)**

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An Equal Opportunity/Affirmative Action Employer
Get Back to Work – August 9 (1 – 3 p.m.): You can overcome job search stress: stay connected, get involved, and know your next steps. Our staff can offer guidance, direction and opportunity. Register at the front desk to learn more.

Fundamentals of Résumé Writing – Learn how to write a focused résumé needed to secure job interview 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 and 25 (9 a.m. – 12 p.m.)**

In-Demand Jobs in Eastern CT: How OJT Training Can Help You Get Hired – 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. On-site screening will pre-qualify you for one or more OJT programs.
**August 17 (10 – 11:30 a.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 18 (9 a.m. – 12 p.m.)**

Career Development and Exploration – Discover your career values, interests, and personal work styles to assist in developing a career goal and plan. Identify occupations that may be suitable using the Kelsey Temperament Sorter and other assessment tools.
**August 24 (9 a.m. – 3 p.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 31 (9 a.m. – 12 p.m.)**

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