New London *American Job Center* Offers September Employment & Training Workshops

WETHERSFIELD, August 25, 2016 – The New London *American Job Center* located at Shaw’s Cove Six, is offering a variety of Employment and Training workshops in September to area residents. Advanced registration is encouraged due to space limitations. Please visit *CTHires.com* or call (860) 439-7670 (Select Option #6) to register.

**Get Back to Work:** You can overcome job search stress. Stay connected, get involved, and know your next steps. Staff can offer guidance, direction and opportunity. Register at the Front Desk to learn more.

**September 6 and 20 (1 – 3 p.m.)**

**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 *CT Hires*.

**September 7 (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.

**September 8 (10 – 11:30 a.m.)**

**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 cover letters.

**September 8 and 22 (9 a.m. – 12 p.m.)**

**Online Services Orientation:** In this two-hour orientation, learn about the features and benefits available in *CTHires*. 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 including Alison, GCF, Basic Computer Skills Tutorial, and Metrix Learning.

**September 9 (9:30 – 11:30 am)**

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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.  
*September 12, 19 or 26 (9 – 10:15 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: the Subsidized Training & Employment Program, Small Manufacturer Training Grant Program, or the Step Up for Vets Program.  
*September 15 and 29 (9 – 10:30 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.  
*September 15 (9 – 12 p.m.)*

In-Demand Jobs in Eastern CT: How OJT Training Can Help You Get Hired: Our on-the-job training programs may provide 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.  
*September 21 (10 – 11:30 a.m.)*

Do What You Are – Myers-Briggs: A one-day workshop that helps you take charge of your career with the Myers Briggs Type Indicator assessment.  
*September 21 (9 a.m. – 2 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.  
*September 28 (9 a.m. – 12 p.m.)*

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