Norwich American Job Center Offers September Employment & Training Workshops

WETHERSFIELD, August 25, 2016 – The Norwich American Job Center, located at 113 Salem Turnpike, is offering a variety of employment and training workshops to area residents in September. Advanced registration is encouraged due to space limitations. Please visit CTHires.com or call (860) 859-5777 to register.

Basic Computer Skills for Online Job Search: In this three-hour workshop, jobseekers will learn the 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 CTHires.

September 8 (9:30 a.m. – 12:30 p.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, the Small Manufacturer Training Grant Program or the Step Up for Vets Program.

September 9 and 23 (10 – 11:30 a.m.)

In-Demand Jobs in Eastern CT: 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 follow up.

September 14 (10 – 11:30 a.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 that include Alison, GCF, Basic Computer Skills Tutorial, and Metrix Learning.

September 14 (9:30 – 11:30 a.m.)

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 today to learn more.

September 14 (3 – 5 p.m.) and September 28 (1 – 3 p.m.)

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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 15 (10 – 11:30 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.

September 23 (9 – 10:15 a.m.)

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