



Willimantic *American Job Center* Offers February Employment and Training Workshops

WETHERSFIELD, January 23, 2017 – The Willimantic *American Job Center*, located at 1320 Main Street, Tyler Square, will offer a variety of training and employment workshops in February to assist area residents. Advanced registration is encouraged due to space limitations. Individuals can visit CTHires.com or call (860) 450-7603 to register.

Get Back to Work – You can overcome job search stress: Stay connected, get involved, and know your next steps. Our staff is here to offer guidance, direction and opportunity.

February 2 (1 – 3 p.m.) or February 15 (10 a.m. – 12 p.m.)

Metrix Learning – Offers a two-hour orientation to online training through the Metrix Learning System. E-Training licenses allow 90 days of 24/7 unlimited access to over 5,000 courses (IT, desktop computer skills or healthcare education). Learn new skills or upgrade existing skills to help find the job you want or enhance your career.

February 7 (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: the Subsidized Training & Employment Program, Small Manufacturer Training Grant Program or the Step Up for Vets Program.

February 7 or February 23 (10:30 a.m. – 12 p.m.)

Confidence Makeover: Rebound & Recover – Offers an outline of how to work toward a concrete confidence makeover. This workshop suggests a variety of specific techniques and gives practical confidence-building tips that can make a significant difference in being the right candidate.

February 8 (9 a.m. – 2 p.m.)

In-Demand Jobs in Eastern CT – 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.

February 8 (3:30 – 5 p.m.)

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Applying Online: The Basics – This three-hour workshop allows you to learn the basics of applying online, including the use of job search engines, emailing employers, and attaching and inserting résumés to online applications and emails.

February 9 (9:30 a.m. – 12:30 p.m.)

Fundamentals of Résumé Writing – Learn how to write a focused résumé 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.

February 10 (9 a.m. – 12 p.m.)

Basic Computer and Email Skills for Jobseekers – In this two-day, six-hour ‘hands on’ workshop, learn the basics of desktop navigation with Windows 7, keyboarding, and the basics of using email. If you are new to computers, or need a refresher, this is the workshop for you.

February 14 & 15 (9:30 a.m. – 12:30 p.m.)

Ticket to Work Orientation – Designed for Social Security beneficiaries wanting to return to work and become financially independent while keeping their Medicare or Medicaid benefits.

February 15 (1 – 2 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.

February 16 (10 – 11:30 a.m.)

Introduction to Microsoft Word - In this two-day workshop, learn how to create a document, save it to a disk, open and close it, make changes, and print it. **PREREQUISITE:** Must possess basic knowledge of computers or have attended Computer Basics Workshop.

February 21 & 22 (9:30 a.m. – 12:30 p.m.)

CTHires – Résumé Builder – Focuses on building and completing a résumé in *CTHires*. Participants have the opportunity to review and update their *CTHires* profile, including job skills, and do a ‘comprehensive’ résumé build in *CTHires* with the assistance of the workshop instructor. Also learn to download, print, and email your résumé from *CTHires*.

February 22 (1 – 4 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.

February 24 (9 a.m. – 12 p.m.)

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