



## **Danielson American Job Center Offers November Employment and Training Workshops**

WETHERSFIELD, October 24, 2017 – The Danielson *American Job Center*, 95 Westcott Road, is offering a variety of Employment and Training workshops in November to area residents. Advance registration is encouraged due to space limitations. Please go to [CTHires.com](http://CTHires.com) or call (860) 412-7030 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.

**November 1 (9 a.m. – 12 p.m.) and November 15 (1 – 3 p.m.) and November 29 (9 a.m. – 12 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.

**November 2 (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.

**November 2 (9 a.m. – 12 p.m.)**

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

**November 3 (9 a.m. – 2 p.m.)**

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

**November 6 (9 a.m. – 2 p.m.)**

**Résumé Critique** – Have your résumé reviewed by a Certified Professional Résumé Writer trained in developing documents that generate job interviews. Receive objective and unbiased feedback to assist you in addressing problematic issues along with identifying areas for improvement.

**November 6, 13, 20 and 27 (9 – 10:30 a.m.)**

-more-

**Media Contact:** Nancy Steffens, Communications Director

200 Folly Brook Boulevard, Wethersfield, CT 06109-1114

Phone: (860) 263-6535 – Fax: (860) 263-6536 – [www.ct.gov/dol](http://www.ct.gov/dol)

An Equal Opportunity/Affirmative Action Employer



**Computer Basics for the Jobseeker** – During this six-hour workshop conducted over two days learn the basic aspects of how computers work, basic computer operations, and terminology for Windows 7. Topics include basic file management, using Help and Support features and how to identify secure sites. Geared for individuals who have never used a computer or who need a refresher on basic computer use.  
**November 7 and 8 (9 a.m. – 12 p.m.)**

**Metrix Learning** – 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.  
**November 7 (1 – 3 p.m.)**

**Successful Job Search Strategies** – Discover how to find and apply for jobs not listed in the classified section. Learn to use traditional job search techniques more effectively and how to research companies. Use the Internet as a job search tool, use search agents and learn to post your résumé on the *CTHires* online employment system. Explore *CTHires* and other sites for private, state and federal employment opportunities, as well as labor market information.  
**November 7 (1 – 4 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.  
**November 8 (10 – 11 a.m.)**

**In-Demand Jobs in Eastern CT** – Our On-the-Job Training (OJT) 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.  
**November 8 (1 – 2:30 p.m.)**

**Creating A Job Search “Elevator Pitch”** – Learn how to create the perfect 30- or 60-second “elevator pitch” to introduce yourself to potential employers. Explore how to identify or create a networking opportunity and effectively engage during a networking opportunity. Useful for all jobseekers that are unfamiliar or out of practice with networking, and those that are using LinkedIn.  
**November 14 (1 – 4 p.m.)**

**Introduction to Microsoft Word** – 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.

**November 14 and 15 (9 a.m. – 12 p.m.)**

**Applying Online: The Basics** – Learn the basics of applying online, including use of job search engines, emailing employers, and attaching and inserting résumés to online applications and emails.

**November 15 (1 – 4 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, cover letters.

**November 16 (9 a.m. – 12 p.m.)**

**Email Skills for Job Seekers** – During this six-hour workshop conducted over two days, learn how to compose and reply to emails, and attach résumés to emails. Practice responding to a job posting via email while using a practice cover letter and résumé. The instructor will help jobseekers obtain an email address if needed. This workshop is for all jobseekers that will be emailing résumés to employers.

**November 28 and 29 (9 a.m. – 12 p.m.)**

**CTHires – Résumé Builder** – Focused on building and completing a résumé in the *CTHires* online employment system. Opportunities to review and update your *CTHires* profile including job skills, and do a comprehensive résumé build in *CTHires* with the assistance of the workshop instructor. You will also learn how to download, print, and email your résumé from *CTHires*.

**November 29 (1 – 4 p.m.)**

###