



New London *American Job Center* Offers April Employment and Training Workshops

WETHERSFIELD, March 28, 2017 – The New London American Job Center is offering a variety of Employment and Training workshops in April to assist area residents. Advanced registration is encouraged due to space limitations. The New London *American Job Center* located at Shaw's Cove Six Please go to *CTHires.com* or call (860) 439-7670 (Select Option #6) to register.

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 in addressing problematic issues or areas needing improvement.

April 3, 10, 17, or 24 (9 – 10:15 a.m.)

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

April 3 and 4 (9 a.m. – 11:30 a.m.)

Basic Computer & Email Skills for Jobseekers – This hands-on, two-day workshop provides the basics of desktop navigation with Windows 7, keyboarding, and using email. If you are new to computers, or need a refresher, this is the workshop for you!

April 4 and 5 (1 – 4 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.

April 6 (10 – 11:30 a.m.)

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

April 7 (9 a.m. – 12 p.m.)

Applying Online: The Basics – 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.

April 7 (9:30 a.m. – 12:30 p.m.)

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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

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

April 7 (10 – 11 a.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.

April 7 (1:30 – 3:30 p.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 program.

April 12 (1 – 2:30 p.m.)

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.

April 12 (3 – 5 p.m.) and April 25 (9 a.m. – 12 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.

April 13 (9 a.m. – 12 p.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.

April 18 and 19 (1 – 4 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.

April 21 (1 – 3 p.m.)

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

April 21 (9:30 a.m. – 12:30 p.m.)

Introduction to Apprenticeship – Apprenticeship is a paid training program of earning while learning. This on-the-job training, combined with classroom instruction, ensures a well-qualified, job-ready employee. Apprenticeships generally range from one to four years and at completion, the Connecticut Department of Labor’s Office of Apprenticeship Training provides a portable training credential. For more information, attend the Introduction to Apprenticeship workshop.

April 27 (1 – 2:30 pm)

Do What You Are – 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.

April 28 (9 a.m. – 2 p.m.)

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