



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

WETHERSFIELD, March 28, 2017 – The Willimantic *American Job Center* will offer a variety of training and employment workshops in April to assist area residents. Advanced registration is encouraged due to space limitations. The Willimantic *AJC* is located at 1320 Main Street, Tyler Square, and individuals can visit CTHires.com or call (860) 450-7603 to register.

Basic Computer and Email Skills for Jobseekers – In this two-day, six-hour ‘hands on’ workshop, you will 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!

April 4 and 5 (1 – 4 p.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, cover letters.

April 7 (9 a.m. – 12 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 11 (1 – 3 p.m.) and April 27 (10 a.m. – 12 p.m.)

Metrix Learning – 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, including 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 11 (2 – 4 p.m.)

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

April 13 (4 – 7 p.m.)

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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:** attendees must possess basic knowledge of computers or have attended Computer Basics Workshop.

April 18 and 19 (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 19 (10 – 11:30 a.m.)

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

April 20 (1 – 2 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 21 (9 a.m. – 12 p.m.)

In-Demand Jobs in Eastern CT – Our On-the-Job Training Programs (OJT) can 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.

April 24 (10 – 11:30 a.m.)

CTHires – Résumé Builder – This three-hour workshop focuses on building and completing a résumé in the *CTHires* online employment system. You will have the opportunity to review and update your *CTHires* profile including job skills, and do a ‘comprehensive’ résumé build with the assistance of the workshop instructor. You will also learn how to download, print, and email your résumé from *CTHires*.

April 25 (9:30 a.m. – 12:30 p.m.)

Confidence Makeover: Rebound & Recover – Presents an outline of how to work toward a concrete confidence makeover. A variety of specific techniques presented in this workshop provides practical confidence-building tips that can make a significant difference in being the right candidate.

April 26 (9 a.m. – 2 p.m.)

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