Willimantic American Job Center Offers May Employment and Training Workshops

WETHERSFIELD, April 25, 2017 – The Willimantic American Job Center will offer a variety of training and employment workshops in May 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 & Email Skills for Jobseekers – In this two-day, six-hour ‘hands on’ workshop, learn 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.
May 3 and May 4 (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 a résumé, keywords, relevant vs. irrelevant information, formatting, and cover letters.
May 5 (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.
May 9 (1 – 3 p.m.) and May 24 (3 – 5 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 (IT, desktop computer skills or healthcare education). Upgrade or learn new skills to enhance your career or help find the job you want.
May 9 (1 – 3 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.
May 11 (4 – 7 p.m.)

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An Equal Opportunity/Affirmative Action Employer
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.
May 18 (10 – 11:30 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.
May 19 (9 a.m. – 12 p.m.)

Confidence Makeover: Rebound & Recover – Presents an outline of how to work toward a concrete confidence makeover. Workshop suggests a variety of specific techniques and gives you practical confidence-building tips that can make a significant difference in being the right candidate.
May 22 (9 a.m. – 2 p.m.)

CTHires: Résumé Builder – Focused on building and completing a résumé in the online CTHires employment system. Attendees will review and update their CTHires profile including job skills, and develop a comprehensive résumé build in CTHires with the assistance of the instructor. Also learn to download, print, and email your résumé from CTHires.
May 23 (9:30 a.m. – 12:30 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.
May 23 and May 24 (1 – 4 p.m.)

Ticket to Work Orientation – Designed for Social Security beneficiaries that want to return to work and become financially independent, while keeping their Medicare or Medicaid benefits.
May 25 (10 – 11 a.m.)

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