



## **Willimantic *American Job Center* Offers July Employment and Training Workshops**

WETHERSFIELD, June 28, 2017 – The Willimantic *American Job Center* located at 1320 Main Street, Tyler Square, is offering a variety of employment and training workshops to area residents in July. Advance registration is encouraged due to space limitations. Please go to [CTHires.com](http://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.

**July 6 (1 – 3 p.m.) and July 19 (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). Learn new skills or upgrade existing skills to help find the job you want or enhance your career.

**July 10 (9:30 – 11:30 a.m.)**

**Computer Basics for the Job Seeker** – This six-hour workshop is conducted over two days and attendees will learn basic computer operations and terminology for Windows 7. Topics include basic file management, using help and support features, and how to identify secure sites. This workshop is for individuals who have never used a computer or who need a refresher on basic computer use.

**July 10 and 11 (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.

**July 14 (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.

**July 17 and 18 (9:30 a.m. – 12:30 p.m.)**

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A two-day, six hour workshop – **Computer Basics for the Jobseeker** – is being presented in the Spanish language. Attendees will learn basic computer operations and terminology for Windows 7. Topics include basic file management, using help and support features, and how to identify secure sites. This workshop is for individuals who have never used a computer or who need a refresher on basic computer use. The workshop description is also described here in Spanish:

**Conceptos Básicos de la Computadora Para el Buscador de Empleo - El Español** - Es un taller de six horas realizado durante dos días. Aprenda los aspectos básicos de cómo funcionan las computadoras, las operaciones básicas de la computadora y la terminología para Windows 7. Los temas incluyen la administración básica de archivos, el uso de las funciones de Ayuda y Soporte y cómo identificar sitios seguros. Este taller es para personas que nunca han usado una computadora o que necesitan un refresco en el uso básico de la computadora.

**July 19 and 20 (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.

**July 21 (9 a.m. – 12 p.m.)**

**Email Skills for Job Seekers** – This six-hour workshop, conducted over two days, will help attendees learn 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. This workshop is for all jobseekers that will be emailing résumés to employers, and the instructor will help attendees obtain an email address if needed.

**July 24 and 25 (9:30 a.m. – 12:30 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.

**July 24 (10 – 11:30 a.m.)**

**CTHires – Résumé Builder** – This three-hour workshop focuses on building and completing a résumé using the online *CTHires* employment service. Provides 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. Also learn how to download, print, and email your résumé from *CTHires*.

**July 25 (1 – 4 p.m.)**

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**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.

**July 26 (9 a.m. – 2 p.m.)**

**Ticket to Work Orientation** – A workshop designed for Social Security beneficiaries that want to return to work and become financially independent while retaining their Medicare or Medicaid benefits.

**July 27 (10 – 11 a.m.)**

**Successful Job Search Strategies** – Learn job search strategies to help you successfully secure your next position. Topics include employer research, importance of preparation and organization in the job search, networking, and using social media to establish a digital presence.

**July 28 (9 a.m. – 12 p.m.)**

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