



Danielson *American Job Center* Offers February Employment and Training Workshops

WETHERSFIELD, January 25, 2018 – The Danielson *American Job Center*, located at 562 Westcott Road, is offering a variety of Employment and Training workshops in February to area residents. Advance registration is encouraged due to space limitations. Please go to CTHires.com or call (860) 774-4077 to register.

Networking with LinkedIn – Learn how to create or update a LinkedIn profile, how to build your online network, and how to enhance your job search through online networking. Attendees will be encouraged to join relevant professional groups available through LinkedIn to expand their electronic network. Also includes how to use local labor market information to identify, research, and approach local employers.
February 2 (9:30 a.m. – 12:30 p.m.)

Metrix Learning – Offers an orientation to online training through the Metrix Learning System. E-Training licenses allow 90 days of 24/7 unlimited access to more than 5,000 courses (IT, desktop computer skills OR healthcare education). Learn new skills or upgrade existing skills to help find a new job or enhance your career.
February 2 (1 – 3 p.m.) and February 12 (2 – 4 p.m.)

Confidence Makeover: Rebound & Recover – Presents an outline of how to work toward a concrete confidence makeover by suggesting a variety of specific techniques and practical confidence-building tips that can make a significant difference in being the right candidate.
February 5 (9 a.m. – 2 p.m.)

Computers Made Easy – 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, Internet searches and how to identify secure sites. Geared for individuals who have never used a computer or who need a refresher on computer use.
February 6 (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.
February 8 (10 a.m. – 12 p.m.) and February 20 (3:30 – 5:30 p.m.)

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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.

February 8 (9 a.m. – 12 p.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.

February 14 (10 – 11 a.m.)

In-Demand Jobs in Eastern CT – Our On-the-Job Training (OJT) programs may provide 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.

February 14 (1 – 2:30 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.

February 15 (10 – 11:30 a.m.)

CTHires: Résumé Builder – Learn to build and complete a résumé in the *CTHires*. online employment system. Opportunities provided 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 to download, print and email your résumé from *CTHires*.

February 20 (1 – 4 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.

February 20 and 21 (9 a.m. – 12 p.m.)

Email Skills for Jobseekers – In this is a 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. Geared for jobseekers that will be emailing résumés to employers; instructor will help attendees obtain an email address if needed.

February 27 and 28 (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.

February 28 (1 – 4 p.m.)

MEDIA RELEASE

CT Department of Labor *Communications Office*
Commissioner Scott D. Jackson

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