



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

WETHERSFIELD, January 25, 2018 – The New London *American Job Center* located at Shaw’s Cove Six 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) 439-7670 (Select Option #6) 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.

February 1 (9 – 11 a.m.) and February 14 (3 – 5 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.

February 1 or 16 (1 – 4 p.m.)

Fundamentals of Résumé Writing – Learn how to write a focused résumé needed to secure job interview and employment offers. Topics include thinking like an employer, developing essential parts of the résumé, keywords, relevant vs. irrelevant information, formatting and cover letters.

February 2, 8, 16 (9 a.m. – 12 p.m.) or February 22 (1 – 4 p.m.)

Computers Made Easy – This three-hour workshop provides 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. This workshop is for individuals who have never used a computer or who need a refresher on computer use.

February 5 (9:30 a.m. – 12:30 p.m.)

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.

February 5 or 26 (9 – 10:15 a.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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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 8 (9 a.m. – 2 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 the Computer Basics Workshop.

February 8 and 9 (9:30 a.m. – 12:30 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 and search agents as a job search tool, and how 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.

February 9 (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 9 (10 – 11 a.m.)

Creating A Job Search “Elevator Pitch” – Learn how to create the perfect 30- or 60-second “elevator pitch” to introduce yourself to potential employers. Explore how to effectively engage and identify or create a networking opportunity. Useful for individuals unfamiliar, or out of practice with networking, and those that are using LinkedIn.

February 13 (9:30 a.m. – 12:30 p.m.)

TRCC SNAP Scholarship Orientation – If you are receiving SNAP (food stamps), you may be eligible for free job-related, noncredit training at Three Rivers Community College in Norwich. Offerings include CNA, Patient Care Tech, Pharmacy Tech and Security Officer Certification. Learn more at this orientation.

February 13 (1 – 2:30 p.m.)

Metrix Learning – 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 the job you want or enhance your career.

February 13 (1:30 – 3:30 p.m.) or February 26 (9:30 – 11:30 a.m.)

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Career Development and Exploration – Discover your career values, interests and personal work styles to assist in developing a career goal and plan. Identify occupations that may be suitable using the Keirsey Temperament Sorter and other assessment tools.

February 15 (9 a.m. – 2 p.m.)

Email Skills for Jobseekers – In this six-hour workshop conducted over two days, 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. Geared for jobseekers emailing résumés to employers; the instructor will help attendees obtain an email address if needed.

February 15 and 16 (9:30 a.m. – 12:30 p.m.)

CTHires – Résumé Builder – This workshop focuses on building and completing a résumé in the *CTHires* online employment system. Provides opportunities to review and update your *CTHires* profile, including job skills, and do a comprehensive résumé build with the assistance of the workshop instructor. Also learn to download, print, and email your résumé from *CTHires*.

February 16 (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.

February 20 (10 – 11:30 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 program.

February 21 (1 – 2:30 p.m.)

Do What You Are: Meyers Briggs – Take charge of your career with the help of the Myers Briggs Type Indicator Assessment. Explore suitable careers, identify personal strengths and weaknesses, and learn effective job search techniques.

February 23 (9 a.m. – 2 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 26 (1 – 4 p.m.)

Correo Electrónico Para Los Solicitantes De Empleo - El Español - Es un taller de seis horas realizado durante dos días. Aprende a componer y responder mensajes de correo electrónico, crear etiquetas, establecer una firma, practicar el envío y la recepción de correo electrónico y cómo cargar y descargar

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archivos adjuntos. Los solicitantes de empleo aprenderán cómo utilizar el correo electrónico para solicitar trabajos. **February 27 and 28 (1 – 4 p.m.)**

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