



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

WETHERSFIELD, January 25, 2018 – The Norwich *American Job Center* located at 113 Salem Turnpike, North building, Suite 200, is offering a variety of Employment and Training workshops in February to assist area residents. Advance registration is encouraged due to space limitations. Please visit CTHires.com or call (860) 859-5777 (Select Option #6) to register.

Confidence Makeover: Rebound & Recover – Offers 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 1 (9 a.m. – 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.

February 2 (9 a.m. – 12 p.m.)

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

February 5 (1 – 2 p.m.)

Computers Made Easy – In this three-hour workshop, 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 need a refresher on computer use.

February 7 (9:30 a.m. – 12:30 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 7 (10 a.m. – 12 p.m.) and February 20 (1 – 3 p.m.)

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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 7 (1 – 2:30 p.m.)

Metrix Learning – This two-hour orientation offers 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 7 (1:30 – 3:30 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 14 (1 – 2:30 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, strategies for developing essential parts of the résumé, keywords, relevant vs. irrelevant information, formatting and cover letters.

February 16 (9 a.m. – 12 p.m.)

CTHires – Résumé Builder – This three-hour workshop focuses on building and completing a résumé in *CTHires* online employment system. Offers the opportunity 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*.

February 21 (9:30 a.m. – 12:30 p.m.)

Networking with LinkedIn – This three-hour workshop helps jobseekers create or update a LinkedIn profile. Learn how to build your online network and how to enhance your job search through online networking. You will be encouraged to join relevant professional groups available through LinkedIn to expand your electronic network. Course content includes how to use Local labor market information to identify, research, and approach local employers.

February 21 (2 – 5 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 22 and 23 (9:30 a.m. – 12:30 p.m.)

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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.

February 22 (1 – 4 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 learn 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 23 (9 a.m. – 12 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 26 (10 – 11:30 a.m.)

Email Skills for Jobseekers – In this 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. This workshop is for all jobseekers that will be emailing résumés to employers. The instructor will help jobseekers obtain an email address if needed.

February 28 and March 1 (9:30 a.m. – 12:30 p.m.)

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