



Montville *American Job Center* Offers November Employment and Training Workshops

WETHERSFIELD, October 23, 2018 – The Montville *American Job Center* located at 601 Norwich New London Turnpike, Uncasville, is offering a variety of Employment and Training workshops in November to area residents. Advance registration is encouraged due to space limitations. Please go to CTHires.com or call (860) 848-5240 to register.

New London Adult Ed Info Session – Learn about the programs available at New London Adult Education. Complete an initial intake, on site assessment, and receive referrals to appropriate services.
November 1, 8, 15, and 29 (10 a.m. – 12 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.
November 2 and 13 (9 a.m. – 12 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.
November 2 and 20 (9:30 – 11:30 a.m.) or November 8 (1:30 – 3:30 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.
November 5, 19 and 26 (9 – 10:15 a.m.)

Norwich Adult Ed Info Session / Adult Basic Ed Classes: Learn about the programs available at Norwich Adult Education. Complete an initial intake, on site assessment, and receive referrals to appropriate services. Adult Basic Education Classes provided in reading, writing and math skill development for adults

(more)

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

An Equal Opportunity/Affirmative Action Employer



ages 17 and older who have not finished high school and want to enhance basic skills tied to career/employment areas. Career assessment to help determine areas of interest is included. Walk-in/no pre-registration required.

November 5, 6, 7, 13, 14, 19, 20, 26, 27, and 28 (1:30 – 3:30 p.m.)

Health Careers Orientation – Offers an overview of in-demand careers in healthcare, job skills and available certificate and degree programs. Also receive information about financial assistance.

November 6 (10 – 11:30 a.m.)

Ticket to Work Orientation – Learn about Social Security’s Ticket to Work program and how it supports career development for people with disabilities who want to work. Social Security disability beneficiaries age 18 through 64 qualify. The Ticket program is free and voluntary. Attend to learn how the Ticket program helps people with disabilities progress toward financial independence.

November 6 (1 – 2 p.m.)

Job Corps Orientation – (Ages 17-24) – Provides an overview of Job Corps, trades offered, where they are located, and expectations for Job Corps students. Also receive information about eligibility and the process to enroll in the program. This is the starting point for any prospective Job Corps student.

November 7, 14, 21, or 28 (9 a.m. – 1 p.m.)

Computers Made Easy – 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. Geared for individuals who have never used a computer or need a refresher on computer use.

November 7 (9:30 a.m. – 12:30 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, developing essential parts of the résumé, keywords, relevant vs. irrelevant information, formatting and cover letters.

November 7 (1 – 4 p.m.) or November 21 (9 a.m. – 12 p.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 identify or create a networking opportunity and effectively engage during a networking opportunity. Useful for all jobseekers unfamiliar or out of practice with networking, and those that are using *LinkedIn*.

November 8 (9:30 a.m. – 12:30 p.m.)

(more)

Get Back to Work – Gain a full understanding of Job Center services, learn about Workforce Advisor options (including training guidance), and build your next steps toward employment.

November 8 and 27 (1 – 3 p.m.) or November 16 (9:30 – 11:30 a.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.

November 9 (9 a.m. – 12 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.

November 13 (1 – 2:30 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:** You must possess basic knowledge of computers or have attended the *Computer Basics Workshop*.

November 14 and 15 (9:30 a.m. – 12:30 p.m.)

Manufacturing Jobs For Everyone! -- Manufacturing jobs are in huge demand. There is a job for just about everyone – from entry level to highly skilled. Find out about job opportunities and how to prepare for a career in manufacturing. Learn about the Manufacturing Pipeline and the free training – classroom or online – offered to help you get a great paying job in manufacturing!

November 14 (1 – 2:30 p.m.)

CTHires – Résumé Builder – Focuses on building and completing a résumé in the *CTHires* online employment system. It 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*.

November 15 (1 – 4 p.m.)

Confidence Makeover: Rebound & Recover – Provides 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.

November 19 (9 a.m. – 2 p.m.)

(more)

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. It also includes how to use local labor market information to identify, research, and approach local employers.

November 20 (1 – 4 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 emailing résumés to employers; the instructor will help attendees obtain an email address if needed.

November 27 and 28 (9:30 a.m. – 12:30 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.

November 27 (1 – 4 p.m.)

Employability Skills for Ex-Offenders – Focuses on helping ex-offenders market themselves to potential employers. You will learn how to answer challenging questions on applications and interviews.

November 28 (1 – 4 p.m.)

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.

November 30 (9 a.m. – 2 p.m.)

###