



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

WETHERSFIELD, October 23, 2018 – The Waterbury *American Job Center*, 249 Thomaston Avenue, will offer a variety of training and employment workshops to assist area residents in November. Advance registration is encouraged due to space limitations. Please call to register for these no-cost workshops.

Northwest Connecticut Construction Careers: This workshop is an orientation for individuals seeking employment in construction-related fields. The session includes a review of pre-employment and job training criteria. Call (203) 574-6971 x434 to register.

November 1 or November 15 (10:30 a.m. – 12 p.m.)

Simontor On-Line tutorial: In this first come/first serve workshop, attendees have an opportunity to view self-paced tutorials on résumé writing, interviewing /job seeking skills, job retention and job seeking skills for ex-offenders. Call (203) 574-6971 to register.

November 1, 5, 8, 15, 19, 26, or 29 (1 – 2:30 p.m.)

Naugatuck Valley Community College (NVCC): Meet with staff from NVCC to explore the *various* programs and course offerings. Call (203) 575-8221 to schedule an appointment or visit the *American Job Center*.

November 2, 9, 16, 23, or 30 (8:30 – 11:30 a.m.)

Résumé Critiques: 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, along with identifying areas for improvement. Call (203) 437-3380 to register.

November 2, 9, 13, or 30 (8:30 – 10 a.m.)

(more)

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An Equal Opportunity/Affirmative Action Employer



Bureau of Rehabilitation Services (BRS) and Board of Education Services for the Blind (BESB):

Meet with BRS and BESB staff at the *American Job Center* or call to set up an appointment to discuss job search-related issues and support services for jobseekers that may require and qualify for the special services these two agencies provide. Call BESB at (860) 602-4032 or BRS at (203) 578-4550.

BESB – November 6, 13, 20, or 27 (1 – 4 p.m.)

BRS – November 7, 14, 21 or 28 (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 and cover letters. Call (203) 437-3380 to register.

November 9 or 19 (9 – 11:30 a.m.)

Health Professions Opportunity Grant Orientation: Learn about careers in the healthcare field through the Careers Advancement Project (Health CAP). Eligible participants can receive training to assist in securing a job (and advance along a career) in the healthcare field. Call (203) 574-6971 x435 to register.

November 6 and November 20 (11 a.m. – 12 p.m.)

National External Diploma Program (NEDP): Naugatuck Adult Education offers this web-based program for adults and out-of-school youth to earn their high school diploma. Classes are held at the Waterbury *AJC*. Call (203) 720-5282 for more information.

November 6, 13, 20, or 27 (8:15 a.m. – 12 p.m.) and November 7, 14, 21, or 28 (8:15 a.m. – 12 p.m.)

ITXpress Program: Learn about training, credentials and employment opportunities available through the TechHire ITXpress Program. Eligible participants can qualify to receive training that will assist them in securing a job in the Information Technology field (software developer, IT security, or computer programmer). Contact Angelo Santa Maria at angelo.santamaria@nrwib.org or (203) 574-6971 x465.

November 7 or November 21 (1:30 – 2:30 p.m.)

Successful Job Search Strategies: Learn job search strategies to help successfully secure your next position. Topics include employer research, importance of preparation and organization in the job search, networking, establishing a digital presence using social media. Call (203) 437-3380 to register.

November 16 (9 – 11:30 a.m.)

Introduction to Apprenticeship: Learn about how one can become a Registered Apprentice in an “Apprenticable” trade. Topics include how to find an employer “sponsor” and general requirements for the apprentice and employer sponsors. Call (203) 437-3380 to register.

November 20 (9 – 10 a.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. Call (203) 437-3380 to register.

November 30 (9 a.m. – 11:30 a.m.)

Access: Orientation for Persons with Disabilities (Friends and Relatives): Offered by the Northwest Regional Workforce Investment Board, the workshop provides access to various programs offering services/supports needed to obtain and maintain employment. Geared for customers with disabilities – with the emphasis on *abilities*, not disabilities. Contact Gary Madison at gary.madison@nrwib.org or (203) 574-6971 x442 to schedule an appointment.

Senior Community Service Employment Program (SCSEP): Learn more about services available to jobseekers age 55 or older. SCSEP representatives are available Tuesdays in the *Waterbury American Job Center Career Center* from 9 a.m. to noon. Contact SCSEP at (475) 235-2954.

Ticket to Work – Orientation for Persons receiving SSI or SSDI benefits: Geared for individuals receiving SSI or SSDI benefits. The Northwest Regional Workforce Investment Board offers information for SSI/SSDI beneficiaries, their friends and families about advantages of participating in the Social Security Ticket to Work Program. The *American Job Center* is an approved Ticket Employment Network. There is no obligation. Contact Gary Madison at (203) 574-6971 x442 or gary.madison@nrwib.org to schedule an appointment.

Digital Literacy: Learn Windows, Word 1 and 2, Excel 1 and 2, and PowerPoint 1 and 2 at your pace. Evening classes are 5 to 7 p.m. on Wednesday and Thursday. Contact Career Resources at (203) 755-5117 x305.

Classes are held 5 to 7 p.m. Tuesday and Thursday evenings.

Veterans' Representative appointments: Eligible veterans can receive veteran-specific re-employment services. A Connecticut Department of Labor Veterans' Representative is available to meet with veteran customers. Call (203) 437-3380 or visit the *Waterbury American Job Center*.

Workforce Innovation and Opportunity Act (WIOA) Information Sessions: Participants review the process/eligibility requirements to receive funding for training through this federal employment initiative. Determine if you qualify as a "Dislocated Worker" or as an "Adult Worker" by calling (203) 574-6971 for information. Sessions for both categories are held every week.

OSHA-10 Certification class: Participants will attend a two-day, 10-hour class to acquire their OSHA-10 Occupational Safety and Health training certificate. Classes held at 77 Bishop Street, Waterbury at the OIC Center. Call (203) 574-6971 – Larry Devito (x461) or Joe Diorio (x434) for information.

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