



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

WETHERSFIELD, October 23, 2018 – The Willimantic *American Job Center* located at 1320 Main Street, Tyler Square, is offering a variety of Employment and Training workshops to area residents in November. Advance registration is encouraged due to space limitations. Please go to CTHires.com or call (860) 450-7603 to register.

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 1 (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.

November 5 (3 – 5 p.m.) and November 19 (10 a.m. – 12 p.m.)

Confidence Makeover: Rebound & Recover – This workshop 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.

November 6 (9 a.m. – 2 p.m.)

Computers Made Easy – Learn 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 6 (9:30 a.m. – 12:30 p.m.)

(more)

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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 the job you want or enhance your career.

November 6 (1:30 – 3:30 p.m.) and November 27 (1 – 3 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 that are unfamiliar or out of practice with networking, and those that are using LinkedIn.

November 7 (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.

November 8 (9 a.m. – 12 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 14 (1 – 4 p.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 ages 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 14 (2 – 3 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.

November 15 and 29 (9 a.m. – 12 p.m.)

(more)

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 *Computer Basics Workshop*.

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

CTHires: Résumé Builder – Focuses on building and completing a résumé in the *CTHires* online employment system. Opportunities are 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 how to download, print, and email your résumé from *CTHires*.

November 15 (1 – 4 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 16 (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 emailing résumés to employers; the instructor will help attendees obtain an email address, if needed.

November 19 and 20 (9:30 a.m. – 12:30 p.m.)

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

November 19 (4 – 5:30 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 20 (1 – 4 p.m.)

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 27 (9:30 a.m. – 12:30 p.m.)

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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 archivos adjuntos. Los solicitantes de empleo aprenderán cómo utilizar el correo electrónico para solicitar trabajos.

November 28 and 29 (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 28 (1 – 2:30 p.m.)

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