



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

WETHERSFIELD, November 19, 2018 – The Montville *American Job Center* located at 601 Norwich New London Turnpike, Uncasville, is offering a variety of Employment and Training workshops in December to area residents. Advance registration is encouraged due to space limitations. Please visit *CTHires.com* or call (860) 848-5240 to register.

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. Call (860) 848-5200 to register.

December 3, 10, 17 and 31 (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 are provided in reading, writing and math skill development for adults 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.

December 3, 4, 5, 10, 11, 12, 17, 18 and 19 (1:30 – 3:30 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.

December 4 (10 – 11:30 a.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.

December 5, 12, 19, or 26 (9 a.m. – 1 p.m.)

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Manage Your Debt - Control Your Credit – What is credit and what is a credit score? What should you look for in your credit score? What do lenders consider? Learn how to fix discrepancies and recover from bad credit.

December 5 (9 – 11 a.m.)

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.

December 5 or 14 (1 – 3 p.m.) and December 28 (9 – 11 a.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.

December 5 (1 – 4 p.m.)

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.

December 6, 13, 20 and 27 (10 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.

December 6 (9:30 – 11:30 a.m.), December 11 (1:30 – 3:30 p.m.) or December 20 (1 – 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, developing essential parts of the résumé, keywords, relevant vs. irrelevant information, formatting and cover letters. Call (860) 848-5200 to register.

December 7 (9 a.m. – 12 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. This workshop is for individuals who have never used a computer or who need a refresher on computer use.

December 11 (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
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CNA, Patient Care Tech, Pharmacy Tech and Security Officer Certification. Learn more at this orientation.

December 11 (1 – 2:30 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. Call (860) 848-5200 to register

December 12 (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. This workshop is useful for all jobseekers unfamiliar or out of practice with networking, and those using LinkedIn.

December 12 (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!

December 12 (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:** Must possess basic knowledge of computers or have attended the *Computer Basics Workshop*.

December 13 and 14 (9:30 a.m. – 12:30 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*.

December 13 (1 – 4 p.m.)

Ticket to Work Orientation – This workshop explains 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.

December 14 (9 – 10 a.m.)

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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.

December 17 (9 a.m. – 2 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.

December 18 and 19 (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.

December 18 (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 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. Call (860) 848-5200 to register.

December 19 (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. The workshop also details how to use local labor market information to identify, research, and approach local employers.

December 20 (9:30 a.m. – 12:30 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. Call (860) 848-5200 to register.

December 21 (9 a.m. – 1 p.m.)

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