



## **Waterbury American Job Center Offers December Employment and Training Workshops**

WETHERSFIELD, November 19, 2018 – The Waterbury *American Job Center*, 249 Thomaston Avenue, will offer a variety of training and employment workshops in November to assist area residents. Advance registration is encouraged due to space limitations. Please call to register for these no-cost workshops.

**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 and establishing a digital presence using social media. Call (203) 437-3380 to register.  
**December 3 (9 – 11:30 a.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 X0 to register.  
**December 3, 6, 10, 13, 17, 20, 24, 27 or 31 (1 – 2:30 p.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.  
**December 4 or December 18 (11 a.m. – 12 p.m.)**

**Bureau of Rehabilitation Services (BRS) and Board of Education Services for the Blind (BESB):** Meet with BRS and BESB staff at the job center or call for 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 – December 4, 11 and 18 (1 – 4 p.m.)**  
**BRS – December 5, 12, 19 and 26 (1 – 4 p.m.)**

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**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 *American Job Center*. Call (203) 720-5282 for information.

**December 4, 11 and 18 (8:15 a.m. – 12 p.m.) and December 5, 12, 19 and 26 (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](mailto:angelo.santamaria@nrwib.org) or (203) 574-6971 x465.

**December 5 and December 19 (1:30 – 2:30 p.m.)**

**Northwest Connecticut Construction Careers:** This 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.

**December 6 and December 20 (10:30 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. Call (203) 437-3380 to register.

**December 7 (9 – 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.

**December 7, 14, 21 and 24 (8:30 – 10 a.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 AJC.

**December 7, 14, 21 and 28 (8:30 – 11:30 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.

**December 10 (9 – 11:30 a.m.)**

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**Introduction to Apprenticeship:** Learn about to become an Apprentice in an Apprenticable trade. Topics include how to find an employer (sponsor) and the general compliance requirements for an apprentice and their employer sponsor. Call (203) 437-3380 to register.

**December 18 (9 – 10 a.m.)**

**Access: Orientation for Persons with Disabilities (Friends and Relatives):** Geared for Persons with Disabilities (and Friends and Relatives) this workshop offered by the Northwest Regional Workforce Investment Board provides access to various programs offering services/supports needed to obtain and maintain employment. The emphasis is 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 job seekers who are age 55 or older. SCSEP representatives are available Tuesdays in the Waterbury job center's 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:** 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 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 & 2, Excel 1 and 2, and PowerPoint 1 and 2 at your pace. Contact Career Resources at (203) 755-5117 x305 for these evening classes.

**Tuesday and Thursday evenings, 5 to 7 p.m.**

**Veterans' Representative appointments:** Eligible veterans can receive veteran-specific re-employment services. A Department of Labor Veterans' Representative is available to meet with veteran customers. Call (203) 437-3294 for Giancarlo Castagne or 203-437-3297 for Michael Mariano, 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. 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 are held at 77 Bishop Street, Waterbury – OIC Center. Call (203) 574-6971 for Larry Devito (x461) or Joe Diorio (x434) for information.

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