



## MEDIA RELEASE

CT Department of Labor *Communications Office*  
Commissioner Kurt Westby

# Danielson *American Job Center* Offers January Employment and Training Workshops

WETHERSFIELD, December 18, 2018 – The Danielson *American Job Center*, located at 562 Westcott Road, is offering a variety of Employment and Training workshops to area residents in January. Advance registration is encouraged due to space limitations. Please visit [CTHires.com](http://CTHires.com) or call (860) 774-4077 to register.

**Computers Made Easy** – Learn 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 who need a refresher on computer use.

**January 4 (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.

**January 7 and 22 (1 – 3 p.m.)**

**Word Made Easy** – Designed for the beginner, learn how to create, edit, copy and paste Microsoft Word documents and much more in a fun, stress-free environment. In this three-hour, hands-on workshop, no computer experience is necessary.

**January 9 (9 a.m. – 12 p.m.)**

**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 a new job or enhance your career.

**January 9 (1 – 3 p.m.)**

(more)

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**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.

**January 9 (1 – 2:30 p.m.)**

**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.

**January 10 (9 a.m. – 2 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 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.

**January 10 (1:30 – 2:30 p.m.)**

**Advanced Word** – Bring your Word skills to the next level. Do you know the best résumé format to use for an Applicant Tracking System? Come to Advanced Word and find out! Learn how to create bulleted lists and insert hyperlinks, tables and more. In this three-hour, hands-on workshop, some experience with MS Word is preferred.

**January 11 (9 a.m. – 12 p.m.)**

**Money Matters – Get Smart with Your Money** – Learn how to budget your money; find out how to tell the difference between “wants” and “needs.” Learn tips to evaluate your spending, set goals and priorities, and stick to a budget.

**January 15 (9 – 11 a.m.)**

**Email Made Easy** – Designed for the beginner; learn how to use email in a fun, stress-free, friendly environment. Create a job search email address; practice composing and replying to emails. Explore the features of Gmail. In this three-hour, hands-on workshop, no computer experience is necessary.

**January 16 (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.

**January 16 (1 – 4 p.m.)**

(more)

**Advanced Email** – Learn how to effectively email employers. Create an effective subject line, learn how to attach résumés in the correct format and practice writing/emailing persuasive cover letters. Attendees should bring their email address and password.

**January 23 (9 a.m. – 12 p.m.)**

**CTHires – Résumé Builder** – Focuses on building and completing a résumé in the *CTHires* online employment system. Provides opportunities to review and update a *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*.

**January 23 (1 – 4 p.m.)**

**Job Corps Orientation (ages 17 to 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.

**January 25 (9 a.m. – 12 p.m.)**

**Networking with LinkedIn** – Geared to help jobseekers create or update a LinkedIn profile. Learn how to build an 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. Course content includes how to use Local Labor Market Information to identify, research, and approach local employers.

**January 25 (9 a.m. – 12 p.m.)**

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

**January 29 (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.

**January 30 (9 a.m. – 12 p.m.)**

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