

Danielson *American Job Center* Offers March Employment and Training Workshops

WETHERSFIELD, February 23, 2018 – The Danielson *American Job Center* located at 562 Westcott Road, is offering a variety of Employment and Training workshops to area residents in March. Advance registration is encouraged due to space limitations. Please go to CTHires.com or call (860) 774-4077 to register.

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 learn 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.

March 1 (9 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.

March 5 (9 a.m. – 2 p.m.)

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.

March 7 (9 a.m. – 12 p.m.)

Ticket to Work Orientation – This workshop is designed for Social Security beneficiaries wanting to return to work and become financially independent while keeping their Medicare or Medicaid benefits.

March 7 (10 – 11 a.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.

March 8 (10 a.m. – 12 p.m.) or March 22 (1 – 3 p.m.)

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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.

March 9 (9 a.m. – 12 p.m.)

Metrix Learning – This workshop 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.

March 9 (12:30 – 2:30 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.

March 13 (4 – 5:30 p.m.)

In-Demand Jobs in Eastern CT – Our On-the-Job Training (OJT) programs may provide the competitive edge to get hired. Explore in-demand jobs in advanced manufacturing, technology or engineering, and the skills employers want. On-site screening will pre-qualify you for one or more OJT programs.

March 14 (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:** You must possess basic knowledge of computers or have attended *Computer Basics Workshop*.

March 15 and 16 (9 a.m. – 12 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.

March 15 (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 that will be emailing résumés to employers; instructor will help attendees obtain an email address if needed.

March 20 and 21 (9 a.m. – 12 p.m.)

Creating A Job Search “Elevator Pitch” - In this three-hour workshop, 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

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job seekers that are unfamiliar or out of practice with networking, and those that are using LinkedIn.

March 20 (12:30 – 3:30 p.m.)

CTHires: Résumé Builder – Learn to build and complete 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 to download, print and email your résumé from *CTHires*.

March 21 (12:30 – 3:30 p.m.)

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