



New London *American Job Center* Offers March Employment and Training Workshops

WETHERSFIELD, February 23, 2018 – The New London *American Job Center* located at Shaw’s Cove Six is offering a variety of Employment and Training workshops in February to area residents. Advance registration is encouraged due to space limitations. Please go to *CTHires.com* or call (860) 439-7670 (Select Option #6) 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.

March 1 (9 a.m. – 12 p.m.) or March 16 (1 – 4 p.m.)

Metrix Learning – This is 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.

March 1 and 23 (9:30 – 11:30 a.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 2, 8 and 16 (9 a.m. – 12 p.m.) or March 22 (1 – 4 p.m.)

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.

March 5, 12 and 19 (9 – 10:15 a.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.

March 5 (9:30 a.m. – 12:30 p.m.)

CTHires – Résumé Builder – This workshop focuses on building and completing a résumé in the *CTHires* online employment system. It provides opportunities to review and update your *CTHires* profile,

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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*.

March 5 (1 – 4 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.

March 6 (9 – 11 a.m.) or March 19 (1 -3 p.m.)

Confidence Makeover: Rebound & Recover – This work 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 8 (9 a.m. – 2 p.m.)

Computers Made Easy – This three-hour workshop 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.

March 9 (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.

March 9 (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 9 (10 – 11 a.m.)

Computadora Fácil - El Español - Este taller de tres horas les ayudará a aprender los aspectos básicos de las computadoras, incluyendo sus funciones, operaciones básicas, y terminología para Windows 7. Los temas incluyen administración básica de archivos, uso de funciones de Ayuda y soporte, búsquedas en Internet y cómo identificar sitios seguros. Este taller es para personas que no han usado nunca una computadora.

March 12 (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.
March 13 (1 – 2:30 p.m.)

Career Development and Exploration – Discover your career values, interests and personal work styles to assist in developing a career goal and plan. Identify occupations that may be suitable using the Keirsey Temperament Sorter and other assessment tools.

March 15 (9 a.m. – 2 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.

March 15 and 16 (9:30 a.m. – 12:30 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 20 (10 – 11:30 a.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 program.

March 21 (1 – 2:30 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. Also includes how to use local labor market information to identify, research, and approach local employers.

March 22 (9:30 a.m. – 12:30 p.m.)

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