



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

WETHERSFIELD, February 23, 2018 – The Norwich *American Job Center* located at 113 Salem Turnpike, North building, Suite 200, is offering a variety of Employment and Training workshops in March to assist area residents. Advance registration is encouraged due to space limitations. Please visit *CTHires.com* or call (860) 859-5777 (Select Option #6) to register.

Confidence Makeover: Rebound & Recover – This workshop offers 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 1 (9 a.m. – 2 p.m.)

Email Skills for Jobseekers – In this 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. This workshop is for all jobseekers that will be emailing résumés to employers. The instructor will help jobseekers obtain an email address if needed.

March 1 (Part 2 of this workshop. Part 1 was on Feb. 28) (9:30 a.m. – 12:30 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.

March 2 (9 a.m. – 12 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 7 (1 – 2:30 p.m.)

Computers Made Easy – In this three-hour workshop, 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

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who have never used a computer or need a refresher on computer use. www.ct.gov/dol

An Equal Opportunity/Affirmative Action Employer



March 8 (9:30 a.m. – 12:30 p.m.)

Metrix Learning – This two-hour orientation offers 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 8 (1 – 3 p.m.) and March 19 (11 a.m. – 1 p.m.)

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

March 12 (1 – 2 p.m.)

Employability Skills for Ex-Offenders - This three-hour workshop focuses on helping ex-offenders market themselves to potential employers. You will learn how to answer challenging questions on applications and interviews.

March 13 (9 a.m. – 12 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: CNA, Patient Care Tech, Pharmacy Tech and Security Officer Certification. Learn more at this orientation.

March 14 (1 – 2:30 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 14 (3 - 5 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 job seekers that are unfamiliar or out of practice with networking, and those that are using *LinkedIn*.

March 15 (9:30 a.m. – 12:30 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, strategies for developing essential parts of the résumé, keywords, relevant vs. irrelevant information, formatting and cover letters.

March 16 (9 a.m. – 12 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 the *Computer Basics Workshop*.

March 21 and 22 (9:30 a.m. – 12:30 p.m.)

Applying Online: The Basics – In this three-hour workshop, 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 22 (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 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 23 (9 a.m. – 12 p.m.)

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