

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

WETHERSFIELD, March 21, 2018 – The Danielson *American Job Center*, located at 562 Westcott Road, is offering a variety of Employment and Training workshops to area residents in April. Advance registration is encouraged due to space limitations. Please go to [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.

**April 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.

**April 4 (10 a.m. – 12 p.m.) or April 17 (3 – 5 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.

**April 4 (12:30 – 2:30 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.

**April 6 (9 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.

**April 6 (9 - 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

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the skills employers want. On-site screening will pre-qualify you for one or more OJT programs.

**April 11 (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:** Must possess basic knowledge of computers or have attended Computer Basics Workshop.

**April 12 and 13 (9 a.m. – 12 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.

**April 13 (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.

**April 17 and 18 (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.

**April 17 (9 a.m. – 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.

**April 18 (1 – 4 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.

**April 19 (10 – 11 a.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

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to join relevant professional groups available through LinkedIn to expand their electronic network. The workshop also includes how to use local labor market information to identify, research, and approach local employers.

**April 23 (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.

**April 25 (10 – 11:30 a.m.)**

**CTHires: Résumé Builder** – Learn to build and complete a résumé in the *CTHires* online employment system. Opportunities 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*.

**April 26 (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.

**April 27 (9 a.m. – 12 p.m.)**

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