



Montville *American Job Center* Offers April Employment and Training Workshops

WETHERSFIELD, March 21, 2018 – The Montville *American Job Center* located at 601 Norwich New London Turnpike, Suite 1, Uncasville is offering a variety of Employment and Training workshops in April 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.

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 3 (10 – 11:30 a.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.

April 4, 9, 16, 23, or 30 (9 – 10:15 a.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.

April 4 (9:30 a.m. – 12:30 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 4 (10 – 11 a.m.)

Employability Skills for Ex-Offenders - This 3-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 4 (1 – 4 p.m.)

Metrix Learning – An orientation to online training through the Metrix Learning System. E-Training

(More)

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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.

April 4 or 19 (1:30 – 3:30 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.

April 5 or 13 (1 - 4 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 6 (9 a.m. – 12 p.m.) or April 26 (1 – 4 p.m.)

Computadora Fácil - El Español - Este taller de 3 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.

April 10 (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 CNA, Patient Care Tech, Pharmacy Tech and Security Officer Certification. Learn more at this orientation.

April 10 (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.

April 11 (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.

(More)

April 11 and 12 (9:30 a.m. – 12:30 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.

April 12 (9 – 11 a.m.) or April 18 (2 - 4 p.m.) or April 27 (10 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 12 (1 – 4 p.m.) or April 20 (9 a.m. – 12 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 12 (1 - 4 p.m.)

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

April 17 (1 – 4 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 emailing résumés to employers; the instructor will help attendees obtain an email address if needed.

April 17 and 18 (9:30 a.m. – 12:30 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 program.

April 18 (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.

April 19 (9 a.m. – 2 p.m.)

Creating A Job Search “Elevator Pitch” - In this 3-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.

April 19 (9:30 a.m. – 12:30 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.

April 24 (9:30 a.m. – 12:30 p.m.)

Correo Electrónico Para Los Solicitantes De Empleo - El Español - Es un taller de seis horas realizado durante dos días. Aprende a componer y responder mensajes de correo electrónico, crear etiquetas, establecer una firma, practicar el envío y la recepción de correo electrónico y cómo cargar y descargar archivos adjuntos. Los solicitantes de empleo aprenderán cómo utilizar el correo electrónico para solicitar trabajos.

April 25 and 26 (9:30 a.m. – 12:30 p.m.)

Do What You Are: Meyers Briggs – Take charge of your career with the help of the Myers Briggs Type Indicator Assessment. Explore suitable careers, identify personal strengths and weaknesses, and learn effective job search techniques.

April 27 (9 a.m. – 1 p.m.)

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