



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

WETHERSFIELD, April 26, 2018 – The Danielson *American Job Center*, located at 562 Westcott Road, is offering a variety of Employment and Training workshops to area residents in May. Advance registration is encouraged due to space limitations. Please go to [CTHires.com](http://CTHires.com) or call (860) 774-4077 to register.

**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.

**May 1 (9 – 11 a.m.), May 15 (1:30 – 3:30 p.m.) or May 30 (10 a.m. – 12 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.

**May 2 (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.

**May 2 (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.

**May 4 (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.

**May 4 (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.

**May 9 (1 – 2:30 p.m.)**

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**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.

**May 10 and 11 (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.

**May 15 and 16 (9 a.m. – 12 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.

**May 15 (10 – 11 a.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.

**May 17 (9 a.m. – 12 p.m.)**

**Job Corps Orientation** – This workshop is an overview of Job Corps, trades offered, where they are located, and expectations for Job Corps students. Also receive information about eligibility and the process to enroll in the program. This is the starting point for any prospective Job Corps student.

**May 18 (9 a.m. – 1 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.

**May 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.

**May 21 (9 a.m. – 2 p.m.)**

## MEDIA RELEASE

CT Department of Labor *Communications Office*  
Commissioner Scott D. Jackson

-3-

**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*.

**May 24 (9 a.m. – 12 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.

**May 29 (4 - 5:30 p.m.)**

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