

Willimantic *American Job Center* Offers May Employment and Training Workshops

WETHERSFIELD, April 26, 2018 – The Willimantic *American Job Center*, located at 1320 Main Street, Tyler Square, is offering a variety of Employment and Training workshop to area residents in May. Advance registration is encouraged due to space limitations. Please go to CTHires.com or call (860) 450-7603 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.

May 3 (9 a.m. – 12 p.m.)

Computers Made Easy – Learn 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 need a refresher on computer use.

May 3 (9:30 a.m. – 12:30 p.m.)

Metrix Learning – This workshop 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.

May 3 (1:30 – 3:30 p.m.) or May 14 (1 – 3 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.

May 7 (3 – 5 p.m.) or May 22 (10 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:** Must possess basic knowledge of computers or have attended Computer Basics Workshop.

May 8 and 9 (9:30 a.m. – 12:30 p.m.)

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Media Contact: Nancy Steffens, Communications Director

200 Folly Brook Boulevard, Wethersfield, CT 06109-1114

Phone: (860) 263-6535 – Fax: (860) 263-6536 – www.ct.gov/dol

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Health Careers Orientation – This workshop provides an overview of in-demand careers in healthcare, job skills and available certificate and degree programs. Also, receive information about financial assistance.

May 8 (10 – 11:30 a.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 9 (9 a.m. – 2 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 to Work program is free and voluntary. Attend to learn how the program helps people with disabilities progress toward financial independence.

May 9 (10 – 11 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.

May 9 (1 – 4 p.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.

May 10 (9:30 a.m. – 12:30 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 who are unfamiliar or out of practice with networking, and those that are using LinkedIn.

May 14 (4 – 7 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.

May 16 and 17 (9:30 a.m. – 12:30 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.

May 16 (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, strategies for developing essential parts of the résumé, keywords, relevant vs. irrelevant information, formatting and cover letters.

May 17 (9 a.m. – 12 p.m.)

Job Corps Orientation - 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. – 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 emailing résumés to employers; the instructor will help attendees obtain an email address if needed.

May 22 and 23 (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.

May 23 (1 – 2:30 p.m.)

CTHires: Résumé Builder – This workshop focuses on building and completing 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 how to download, print, and email your résumé from *CTHires*.

May 23 (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 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.

May 24 (9 a.m. – 12 p.m.)

Networking with LinkedIn - This three-hour workshop helps job seekers create or update a LinkedIn profile. Learn how to build your online network and how to enhance your job search through online networking. You will be encouraged to join relevant professional groups available through LinkedIn to expand your electronic network. Course content includes how to use Local Labor Market Information to identify, research, and approach local employers.

May 30 (9:30 a.m. – 12:30 p.m.)

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