



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

WETHERSFIELD, June 26, 2018 – The Montville *American Job Center* located at 601 Norwich-New London Turnpike, Uncasville, is offering a variety of Employment and Training workshops in July to area residents. Advance registration is encouraged due to space limitations. Please go to *CTHires.com* or call (860) 848-5240 to register.

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.

July 6 (9 a.m. – 12 p.m.) or July 18 or 25 (1 – 4 p.m.)

Get Back to Work – Gain a full understanding of job center services, learn about Workforce Advisor options (including training guidance), and build your next steps toward employment.

July 6 (9 – 11 a.m.) or July 18 (1 – 3 p.m.) or July 31 (10 a.m. – 12 p.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.

July 2, 9, 16, 23, or 30 (9 – 10:15 a.m.)

Computers Made Easy – Provides the basic aspects of how computers work, basic computer operations, and terminology for Windows 7. Topics include 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.

July 10 (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.

July 10 (10 – 11:30 a.m.)

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An Equal Opportunity/Affirmative Action Employer



Employability Skills for Ex-Offenders – Focuses on helping ex-offenders market themselves to potential employers. Participants learn how to answer challenging questions about applications and interviews.

July 10 (1 – 4 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.

July 10 (1 – 2:30 p.m.)

Ticket to Work Orientation – Learn about 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. Find out how the Ticket program can help people with disabilities progress toward financial independence.

July 11 (10 – 11 a.m.)

Job Corps Orientation – Obtain 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.

July 11, 18, or 25 (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.

July 11 (1 – 4 p.m.) or July 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.

July 12 (9:30 a.m. – 12:30 p.m.)

Metrix Learning – 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 the job you want or enhance your career.

July 12 or 25 (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 to research companies, and use the Internet and search agents as an effective job search tool. Also learn how to post your résumé on the

CTHires online employment system and best ways to utilize *CTHires* and other sites for private, state and federal employment opportunities, as well as labor market information.

July 13 (9 a.m. – 12 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.

July 16 (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:** You must possess basic knowledge of computers or have attended the Computer Basics Workshop.

July 18 and 19 (9:30 a.m. – 12:30 p.m.)

***CTHires* – Résumé Builder** – 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*.

July 19 (1 – 4 p.m.)

Email Skills for Jobseekers – In this is a six-hour workshop conducted over two days, participants 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.

July 24 and 25 (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.

July 25 (1 – 2:30 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 jobseekers that are unfamiliar or out of practice with networking, and those using LinkedIn.

July 26 (9:30 a.m. – 12:30 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.

July 27 (9 a.m. – 2 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.

July 31 (9:30 a.m. – 12:30 p.m.)

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