



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

WETHERSFIELD, August, 20, 2018 – The Montville *American Job Center* located at 601 Norwich New London Turnpike, Uncasville, is offering a variety of Employment and Training workshops to area residents in September. Advance registration is encouraged due to space limitations. Please go to CTHires.com or call (860) 848-5240 to register.

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.

September 4 or September 13 (1 – 3 p.m.) or September 26 (2 – 4 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.

September 5, 12, 19, or 26 (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.

September 5 or 26 (1 – 4 p.m.) and September 14 (9 a.m. – 12 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.

September 5 (1 – 4 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

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you want or enhance your career.

September 6 or 13 (9:30 – 11:30 a.m.) and September 27 (1 – 3 p.m.)

New London Adult Ed Info Session - Learn about the programs available at New London Adult Education. Complete an initial intake, on site assessment, and receive referrals to appropriate services.

September 6, 13, 20, or 27 (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.

September 10, 17, or 24 (9 – 10:15 a.m.)

Norwich Adult Ed Info Session / Adult Basic Ed Classes - Learn about the programs available at Norwich Adult Education. Complete an initial intake, on site assessment, and receive referrals to appropriate services. Adult Basic Education Classes are provided in reading, writing and math skill development for adults ages 17 and older who have not finished high school and want to enhance basic skills tied to career/employment areas. Career assessment to help determine areas of interest is included. Walk-in/no pre-registration required.

September 10, 11, 12, 17, 18, 19, 24, 25, or 26 (1:30 – 3:30 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.

September 11 (1 – 2:30 p.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.

September 12 (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.

September 12 (11 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.

September 12 (1 – 4 p.m.) or September 28 (9 a.m. – 12 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 that are unfamiliar or out of practice with networking, and those that are using *LinkedIn*.

September 13 (1 – 4 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.

September 18 (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*.

September 18 and 19 (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.

September 19 (1 – 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.

September 19 (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.

September 19 (1 – 4 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.

September 21 (9 a.m. – 2 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.

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

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

September 25 (10 – 11:30 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 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.

September 27 (9:30 a.m. – 12:30 p.m.)

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