



## **DANIELSON AMERICAN JOB CENTER OFFERS EMPLOYMENT AND TRAINING WORKSHOPS IN DECEMBER**

**November 20, 2019**

**DANIELSON** - A variety of training and employment workshops to assist Danielson-area residents this month are being offered at the Danielson *American Job Center* located at 562 Westcott Road. Advance registration is encouraged due to space limitations. To register for these no-cost workshops, please go to [CTHires.com](http://CTHires.com) or call (860) 848-5240.

**Get Back to Work: December 2 from 1:30 – 3:30 p.m. and December 18 from 10 a.m. - noon**

Gain a full understanding of Job Center services. Learn about Workforce Advisor options (including training guidance) and build your next steps toward employment.

**EastCONN Adult Education Workshop: December 3 from 9:30 a.m. – 12:30 p.m.**

Learn about EastCONN's Adult Education programs, including pathways to earn a high school diploma, access English language classes, or enroll in citizenship preparation classes. Complete enrollment paperwork and assessments, meet individually with a school counselor to discuss your goals and understand your program and class options that will meet your needs.

**Computers Made Easy: December 4 from 9 a.m. – noon**

This three-hour workshop provides the basic aspects of how computers work and 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.

**Metrix Learning: December 4 from 1 – 3 p.m.**

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

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OR healthcare education). Learn new skills or upgrade existing skills to help find the job you want or enhance your career.

**Manufacturing Jobs for Everyone!: December 4 from 2 – 3:30 p.m.**

Manufacturing jobs are in huge demand. There is a job for just about everyone – man or woman – from entry level to highly skilled. Find out about job opportunities and how to prepare for a career in manufacturing. Learn about the Manufacturing Pipeline and the free training – classroom or online – offered to help you get a great paying job in manufacturing!

**Fundamentals of Résumé Writing: December 6 from 9 a.m. – noon**

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. Call (860) 848-5200 to register.

**Word Made Easy: December 6 from 9 a.m. – noon**

Designed for the beginner. Learn how to create, edit, copy and paste Microsoft Word documents and much more in a fun, stress-free environment. This is a three-hour, hands-on workshop. No computer experience is necessary.

**Advanced Word: December 9 from 9 a.m. – noon**

Bring your Word skills to the next level. Do you know the best résumé format to use for an Applicant Tracking System? Come to Advanced Word and find out. Learn how to create bulleted lists and insert hyperlinks, tables and more. This is a three-hour, hands-on workshop. Some experience with MS Word is preferred.

**Email Made Easy: December 9 from 1 – 4 p.m.**

Designed for the beginner. Learn how to use email in a fun, stress-free, friendly environment. Create a job search email address; practice composing and replying to emails. Explore the features of Gmail. This is a three-hour, hands-on workshop. No computer experience is necessary.

**QVCC SNAP Scholarship Orientation: December 10 from 9 – 10 a.m.**

If you are receiving SNAP (food stamps), you may be eligible for free job-related, noncredit training at Quinebaug Valley Community College in Danielson and Willimantic. Offerings include CNA, Vet Assistant and Pharmacy Tech. Learn more at this orientation.

**Health Careers Orientation: December 10 from 2 – 3:30 p.m.**

This workshop is an overview of in-demand careers in healthcare, job skills and available certificate and degree programs. You will also receive information about financial assistance.

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**Resume Prep Workshop: December 11 from 9 a.m. – noon**

This is a hands-on workshop designed to help you to begin writing your résumé with the help of a Certified Professional Resume Writer. Learn how to showcase your skills more effectively to tailor your résumé for the job you desire; receive assistance compiling all the information you will need to craft a professional résumé; get connected to resources that will help you convert your résumé to a fully-formatted electronic document.

**CTHires – Résumé Builder: December 11 from 1 – 4 p.m.**

This workshop focuses on building and completing a résumé in the *CTHires* online employment system. It 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*.

**Advanced Email: December 13 from 9 a.m. – noon**

Learn how to effectively email employers. Create an effective subject line. Learn how to attach résumés in the correct format and practice writing/emailing persuasive cover letters. This is a three-hour workshop. Please bring your email address and password.

**Google Docs Made Easy: December 16 from 9 a.m. – noon**

Improve your computer skills and learn how to use *Google Docs* now – don't be left behind! Learn how to use *Google Docs* in a fun, stress-free environment. The workshop features hands-on practice creating and editing documents. Explore how to share and collaborate documents with multiple people. This is a three-hour hands-on workshop. Please bring your Gmail address and password.

**All Things Money: December 17 from 9:30 – 11:30 a.m.**

Understand where your money goes and how to plan to meet your financial needs. Learn how credit works, the effect debt and delinquency can have on your credit score, and how to repair your credit. Know what to do if you're hit by fraud. Understand your financial life in this two-hour workshop.

**Applying Online - The Basics: December 18 from 9 a.m. – noon**

Learn the basics of applying online, including use of job search engines, emailing employers, and attaching and inserting résumés to online applications and emails.

**Disability Resource Awareness Workshop: December 18 from 11 a.m. – noon**

As a job seeker with a disability, learn about the resources that can help you find and maintain employment. Some resources covered in this workshop are Department of Rehabilitation Services (DORS), Disability Employment Initiative (DEI) and Ticket-to-Work (Ticket) Programs.

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**Creating A Job Search “Elevator Pitch”: December 18 from 1 – 4 p.m.**

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*.

**Employability Skills for Ex-Offenders: December 18 from 1 – 4 p.m.**

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.

**Networking with LinkedIn: December 20 from 9 a.m. – noon**

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. The workshop also includes how to use local labor market information to identify, research, and approach local employers.

**Job Corps Orientation – (Ages 17-24): December 20 from 9:30 a.m. – 12:30 p.m.**

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

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