



## **Montville *American Job Center* Offers March Employment and Training Workshops**

WETHERSFIELD, February 19, 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 March. Advance registration is encouraged due to space limitations. Please go to [CTHires.com](http://CTHires.com) or call (860) 848-5240 to register.

**Do What You Are: Meyers Briggs** – Take charge of your career with the help of the Myers Briggs Type Indicator Assessment. Explore suitable careers, identify personal strengths and weaknesses, and learn effective job search techniques. Call (860) 848-5200 to register.

**March 1 (9 a.m. – 1 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. Call (860) 848-5200 to register

**March 4, 11, 18, and 25 (9 – 10:15 a.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.

**March 4 and 26 (9 – 11 a.m.) or March 13 (1 – 3 p.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 is required.

**March 5, 6, 7, 11, 12, 13, 18, 19, 20, 25, 26 and 27 (1:30 – 3:30 p.m.)**

(more)

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

**March 5 (2 – 3:30 p.m.)**

**Job Corps Orientation – (Ages 17 to 24)** – Provides an overview of Job Corps, where schools are located, trades offered, 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.

**March 6, 13, 20 and 27 (9 a.m. – 1 p.m.)**

**Computers Made Easy** – 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. Geared for individuals who have never used a computer or needing a refresher on computer use.

**March 6 (9:30 a.m. – 12:30 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. Call (860) 848-5200 to register.

**March 6 (1 – 4 p.m.) and March 22 (9 a.m. – 12 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.

**March 6 (1 – 3 p.m.) and March 26 (9:30 – 11:30 a.m.)**

**Money Matters - Get Smart with Your Money** – Learn how to budget your money; find out how to tell the difference between “wants” and “needs.” Learn tips to evaluate your spending, set goals and priorities, and stick to a budget.

**March 7 (9 – 11 a.m.)**

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

**March 7, 14, 21 and 28 (10 a.m. – 12 p.m.)**

(more)

**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. Call (860) 848-5200 to register.

**March 8 (9 a.m. – 12 p.m.) and March 20 (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.

**March 12 (1 – 2:30 p.m.)**

**Manufacturing Jobs for Everyone!** – Manufacturing jobs are in huge demand. There is a job for just about everyone – 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.

**March 12 (1 – 2:30 p.m.)**

**Word Made Easy** – Designed for the beginner, learn how to create, edit, copy and paste Microsoft Word documents and much more in a fun, stress-free environment. Hands-on workshop. No computer experience is necessary.

**March 13 (9:30 a.m. – 12:30 p.m.)**

**Creating a Job Search “Elevator Pitch”** – 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 unfamiliar or out of practice with networking, and those using LinkedIn.

**March 13 (1 – 4 p.m.)**

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

**March 13 (1 – 4 p.m.)**

**Confidence Makeover: Rebound & Recover** – Offers 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.

**March 15 (9 a.m. – 2 p.m.)**

(more)

**Successful Job Search Strategies** – Discover how to find and apply for jobs not listed in the classified section. Learn how to use traditional job search techniques more effectively, research companies, use the Internet and search agents as a job search tool, and 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. Call (860) 848-5200 to register

**March 15 (9 a.m. – 12 p.m.).**

**Google Docs Made Easy** – Improve your computer skills and learn how to use Google Docs; don't be left behind! Learn in a fun, stress-free environment that offers hands-on practice creating and editing documents. Explore how to share and collaborate on documents with multiple people. Please bring your Gmail address and password.

**March 15 (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, ages 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.

**March 18 (2 – 3 p.m.)**

**Email Made Easy** – 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, and explore the features of Gmail. Hands-on workshop; no computer experience necessary.

**March 19 (9:30 a.m. – 12:30 p.m.)**

**Advanced Word** – Bring your Word skills to the next level and discover the best résumé format to use for an Applicant Tracking System! Also learn how to create bulleted lists, and insert hyperlinks, tables and more. Hands-on workshop; some experience with MS Word preferred.

**March 20 (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*.

March 20 (1 – 4 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.

**March 26 (1 – 4 p.m.)**

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**Advanced Email** – Learn how to effectively email employers, create an effective subject line, attach résumés in the correct format, and practice writing/emailing persuasive cover letters. Please bring your email address and password.

**March 27 (9:30 a.m. – 12:30 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. It also includes how to use local labor market information to identify, research, and approach local employers.

**March 28 (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. Call (860) 848-5200 to register.

**March 29 (9 a.m. – 2 p.m.)**

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