



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

WETHERSFIELD, February 19, 2019 – The Connecticut Department of Labor and the Northwest Regional Workforce Investment Board are offering a variety of training and employment workshops to assist area residents in March. Events are held at the Torrington *American Job Center*, 59 Field Street. Please contact the phone numbers listed to register. Advance registration is encouraged due to space limitations. In addition to these workshops, the Resource Room continues to offer job-related Internet access and online application assistance. The following workshops are now being offered:

**Fundamentals of Résumé Writing:** Learn how to write a focused résumé needed to secure job interviews 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. Call (203) 437-3380 to register.

**March 5 and 26 (9 – 11:30 a.m.)**

**Health Professions Opportunity Grant Orientation:** Learn about careers in the healthcare field through the Careers Advancement Project. Eligible participants can receive training that will assist them in securing a job (and advance along a career) in the healthcare field. Call (203) 574-6971 x435 to register.

**March 7 (10 – 11 a.m.)**

**Workforce Innovation and Opportunity Act (WIOA) Information Session:** Participants can review process and eligibility requirements for funding of job training programs through this federal employment initiative. No appointment is needed.

**March 7, 14, 21, and 28 (9 a.m. – 12 p.m.)**

**Northwest Connecticut Community College (NCCC) –** Learn all about NCCC programs. Walk-ins are welcome.

**March 7, 14, 21 and 28 (1 – 4 p.m.)**

(more)

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**Successful Job Search Strategies:** Learn job search strategies to help secure your next position. Topics include employer research, importance of preparation and organization in the job search, networking and using social media to establish a digital presence. Call (203) 437-3380 to register.

**March 12 (9 – 11:30 a.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 (203) 437-3380 to register.

**March 19 (9 – 11:30 a.m.)**

**Bureau of Rehabilitation Services (BRS):** This workshop offers one-on-one appointments to review services/eligibility. The goal is to assist individuals with medical barriers to prepare for, obtain and maintain employment. Call (860) 496-3500 to register for the orientation.

**March 21 (3 – 4 p.m.)**

**Northwest Connecticut Construction Careers:** This workshop is an orientation for individuals seeking employment in construction-related fields. The session includes a review of pre-employment and job training criteria. Call (203) 574-6971 x434 to register.

**March 27 (9 – 10 a.m.)**

**Computer Basics:** Learn to use the mouse, keyboard, practice typing, navigate websites, set-up an email account, and learn about employment resources available through the Connecticut Department of Labor website. Microsoft tutorials are available. Call (860) 496-3500 to register.

**March 29 (9 a.m. – 12 p.m.)**

**Veterans' Representative appointments:** Eligible veterans can receive veteran-specific re-employment services. Contact Department of Labor Veterans' Representatives Giancarlo Castagne at (203) 437-3294 or Michael Mariano at (203) 437-3297 to make an appointment. Or visit the *Waterbury American Job Center*.

**OSHA-10 Certification Class:** Participants will attend a two-day, 10-hour class to acquire an OSHA-10 Occupational Safety and Health training certificate. Classes are held at 77 Bishop Street, Waterbury – OIC Center. Call (203) 574-6971 for Larry Devito (x461) or Joe Diorio (x434) for information.

**Disability Resource Coordinator:** Meet with a staff person to learn how to access the various programs that offer services and supports needed to obtain and maintain employment. The emphasis is on abilities, not *disabilities*. Contact Gary Madison at gary.madison@nrwib.org or (203) 574-6971 x442.

(more)

**ITXpress Program:** Learn about training, credentials and employment opportunities through the TechHire ITXpress Program. Eligible participants can qualify to receive training that will assist them in securing a job in the Information Technology field (software developer, IT security, or computer programmer). Contact Angelo Santa Maria at [angelo.santamaria@nrwib.org](mailto:angelo.santamaria@nrwib.org) or (203) 574-6971 x465.

**Ticket to Work – Orientation for Persons receiving SSI or SSDI benefits (NRWIB):** This workshop features Information for SSI/SSDI beneficiaries, their friends and families about advantages of participating in the Social Security Ticket to Work program. The *American Job Center* is an approved Ticket Employment Network. There is no obligation. Contact Gary Madison at [gary.madison@nrwib.org](mailto:gary.madison@nrwib.org) or (203) 574-6971 x442 to register.

**Free GED Classes:** Call ED Advance at (860) 567-0863 about registering to attend free GED classes hosted at the Torrington *American Job Center* from 1 to 3 p.m. Monday and Wednesday afternoons.

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