



Danielson *American Job Center* Offers May Employment and Training Workshops

WETHERSFIELD, April 24, 2019 – The Danielson *American Job Center*, located at 562 Westcott Road, is offering a variety of Employment and Training workshops to area residents in May. Advance registration is encouraged due to space limitations. Please visit *CTHires.com* or call (860) 774-4077 to register.

Computers Made Easy – Learn 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 who need a refresher on computer use.

May 3 (9 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.

May 3 and 24 (9 a.m. – 12 p.m.) Call 860-848-5200 to register.

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. This is a hands-on workshop; no computer experience necessary.

May 8 (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 a new job or enhance your career.

May 8 (1 – 3 p.m.)

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An Equal Opportunity/Affirmative Action Employer



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.

May 8 (2 – 3:30 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.

May 10 and 31 (9 a.m. – 12 p.m.)

Get Back to Work – You can overcome job search stress. Stay connected, get involved, and know your next steps. Our staff is here to offer guidance, direction and opportunity.

May 14 (3 – 5 p.m.) or May 30 (10 a.m. – 12 p.m.)

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

May 14 (4 – 5:30 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. Explore the features of Gmail. This is a hands-on workshop; no computer experience is necessary.

May 15 (9 a.m. – 12 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 a comprehensive résumé build with the assistance of the workshop instructor. Also learn to download, print, and email your résumé from *CTHires*.

May 15 (1 – 4 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.

May 16 (9 a.m. – 2 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

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the Ticket program helps people with disabilities progress toward financial independence.

May 16 (2 – 3 p.m.)

Advanced Word – 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 hands-on workshop; some experience with MS Word preferred.

May 17 (9 a.m. – 12 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. Call (860) 848-5200 to register

May 17 (9 a.m. – 12 p.m.)

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

May 22 (9 a.m. – 12 p.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.

May 22 (9 – 11 a.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.

May 22 (1 – 4 p.m.)

Networking with LinkedIn – Geared to help jobseekers create or update a LinkedIn profile. Learn how to build your online network and how to enhance your job search through online networking. You will be encouraged to join relevant professional groups available through *LinkedIn* to expand your electronic network. Course content includes how to use Local Labor Market Information to identify, research, and approach local employers.

May 29 (9 a.m. – 12 p.m.)

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MEDIA RELEASE

CT Department of Labor *Communications Office*

Commissioner Kurt Westby

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Job Corps Orientation (ages 17-24) – Provides 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.

May 31 (9 a.m. – 12 p.m.)

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