



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

WETHERSFIELD, June 25, 2019 – The Danielson *American Job Center*, located at 562 Westcott Road, is offering a variety of Employment and Training workshops to area residents in July. Advance registration is encouraged due to space limitations. Please go to 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.

July 2 (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.

July 8 (1 – 3 p.m.) and July 23 (10 a.m. – 12 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. This is a three-hour, hands-on workshop. No computer experience is necessary.

July 10 (9 a.m. – 12 p.m.)

Metrix Learning – This workshop 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.

July 10 (1 – 3 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

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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.

July 10 (2 – 3:30 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 three-hour, hands-on workshop. Some experience with MS Word is preferred.

July 12 (9 a.m. – 12 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.

July 12 and 26 (9 a.m. – 12 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.

July 12 (11 a.m. – 12 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.

July 15 (10 – 11:30 a.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 three-hour, hands-on workshop. No computer experience is necessary.

July 17 (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*.

July 17 (1 – 4 p.m.)

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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.

July 19 (9 a.m. – 12 p.m.)

Advanced Email – 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.

July 22 (9 a.m. – 12 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.

July 24 (9 a.m. – 12 p.m.)

CTHires – Résumé Builder – 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*.

July 24 (1 – 4 p.m.)

Job Corps Orientation (ages 17-24) – 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.

July 26 (9 a.m. – 12 p.m.)

Networking with LinkedIn – This three-hour workshop helps 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.

July 26 (9 a.m. – 12 p.m.)

Google Docs Made Easy – 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 includes 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.

July 29 (9 a.m. – 12 p.m.)

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