



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

WETHERSFIELD, June 25, 2019 – 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 July. Advance registration is encouraged due to space limitations. Please visit CTHires.com or call (860) 848-5240 to register.

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.

July 1, 8, 15, 22 and 29 (9 – 11 a.m.)

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.

July 3, 10, 17, 24 and 31 (9 a.m. – 1 p.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.

July 8 (1:30 – 3:30 p.m.) and July 16 and 29 (9:30 – 11:30 a.m.)

Computers Made Easy – Provides the basic aspects of how computers work, 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.

July 9 (9:30 a.m. – 12:30 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,

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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.

July 9 (1 – 4 p.m.)

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

July 10 (1 – 4 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 necessary.

July 11 (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.

July 11 (10 – 11 a.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*.

July 11 (1 – 4 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.

July 12 or 19 (9 a.m. – 12 p.m.) and July 30 (1 – 4 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.

July 16 (9:30 a.m. – 12:30 p.m.)

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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.

July 16 (1 – 3 p.m.) and July 24 (9:30 – 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 (860) 848-5200 to register

July 16 or 23 (1 – 4 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. Hands-on workshop; some experience with MS Word is preferred.

July 18 (9:30 a.m. – 12:30 p.m.)

Veterans' Employment Connection – This monthly orientation for veterans provides an overview of *American Job Center* employment services. It also includes information about upcoming recruitments and hiring initiatives, career fairs, and local events of interest to veterans. Learn how to be referred to employers who want to hire veterans, how to receive job leads, and how to post your résumé where employers can see it.

July 18 (1 – 4 p.m.)

Applying Online: The Basics – Learn the basics of applying online, including the use of job search engines, emailing employers, and attaching and inserting résumés to online applications and emails.

July 23 (9:30 a.m. – 12:30 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. Please bring your email address and password to this workshop.

July 24 (1 – 4 p.m.)

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.

July 26 (9 a.m. – 2 p.m.)

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

July 30 (9:30 a.m. – 12:30 p.m.)

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.

July 30 (1 – 2:30 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. Offers practice in creating and editing documents. Explore how to share and collaborate on documents with multiple people. Please bring your Gmail address and password to this hands-on workshop.

July 31 (9:30 a.m. – 12:30 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.

July 31 (2 – 3:30 p.m.)

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