



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

WETHERSFIELD, June 25, 2019 – The Willimantic *American Job Center* located at 1320 Main Street, Tyler Square, is offering a variety of Employment and Training workshops in July. Advance registration is encouraged due to space limitations. Please go to CTHires.com or call (860) 450-7603 to register.

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 1 (3 – 5 p.m.) or July 19 (9:30 – 11:30 a.m.) or July 29 (10 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 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 8 (2 – 3 p.m.)

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

July 9 (9:30 a.m. – 12:30 p.m.)

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

July 9 (1 – 2:30 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

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the résumé, keywords, relevant vs. irrelevant information, formatting and cover letters. Call (860) 848-5200 to register.

July 11 and 25 (9 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 11 (9:30 a.m. – 12:30 p.m.)

Metrix Learning – This workshop is 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 11 (1 – 3 p.m.)

Job Corps Orientation (Ages 17-24) – An overview of Job Corps, the 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 12 (9 a.m. – 12 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 three-hour, hands-on workshop. No computer experience is necessary.

July 16 (9:30 a.m. – 12:30 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 16 (1 – 4 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.

July 18 (9 a.m. – 12 p.m.)

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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 23 (9:30 a.m. – 12:30 p.m.)

Employability Skills for Ex-Offenders – This three-hour workshop focuses on helping ex-offenders market themselves to potential employers. You will learn how to answer challenging questions on applications and interviews.
July 24 (1 – 4 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 24 (2 – 3:30 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. This is a three-hour workshop. Please bring your email address and password.
July 25 (9:30 a.m. – 12:30 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 25 (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. This is a three-hour, hands-on workshop. Some experience with MS Word is preferred.
July 30 (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. The workshop also includes information about how to use local labor market information to identify, research, and approach local employers.
July 30 (1 – 4 p.m.)

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MEDIA RELEASE

CT Department of Labor *Communications Office*

Commissioner Kurt Westby

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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 features 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 31 (9:30 a.m. – 12:30 p.m.)

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