



MEDIA RELEASE

CT Department of Labor *Communications Office*
Commissioner Kurt Westby

Danielson *American Job Center* Offers Free September Employment and Training Workshops

August 26, 2019

DANIELSON – A variety of free employment and training workshops are being offered in September to Danielson-area residents by the Connecticut Department of Labor at the Danielson *American Job Center*, located at 562 Westcott Road.

Advance registration is encouraged due to space limitations. Please go to *CTHires.com* or call (860) 774-4077 to register.

Get Back to Work – September 5 from 1:30 – 3:30 p.m. or September 17 from 1 – 3 p.m.

You can overcome job search stress by staying connected, getting involved, and knowing your next steps. Staff will offer guidance, direction and opportunity.

Computers Made Easy – September 6 from 9 a.m. – noon.

Learn basic aspects of how computers work and 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.

QVCC SNAP Scholarship Orientation – September 9 from 10 – 11 a.m.

If you are receiving SNAP (food stamps), you may be eligible for free job-related, noncredit training at Quinebaug Valley Community College in Danielson & Willimantic. Offerings include CNA, Vet Assistant and Pharmacy Tech. Learn more at this orientation.

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Confidence Makeover: Rebound & Recover – September 10 from 9 a.m. – 2 p.m.

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.

Word Made Easy – September 11 from 9 a.m. – noon.

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 3-hour, hands-on workshop. No computer experience is necessary.

Metrix Learning – September 11 from 1 - 3 p.m.

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 in IT, desktop computer skills in healthcare education. Learn new skills or upgrade existing skills to help find the job you want or enhance your career.

Manufacturing Jobs for Everyone - September 11 from 2 – 3:30 p.m.

Manufacturing jobs are in huge demand. There is a job for just about everyone – man or woman – 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.

Ticket to Work Orientation – September 13 from 11 a.m. – noon.

This workshop explains Social Security’s Ticket to Work program and how it supports career development for people with disabilities who want to work and progress toward financial independence. Social Security disability beneficiaries age 18 through 64 qualify. The Ticket program is free and voluntary.

Health Careers Orientation – September 17 from 3:30 – 5 p.m.

An overview of in-demand careers in healthcare, job skills and available certificate and degree programs. Also receive information about financial assistance.

Email Made Easy – September 18 from 9 a.m. – noon.

Beginners will 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. This is a 3-hour, hands-on workshop. No computer experience is necessary.

Creating A Job Search “Elevator Pitch” – September 18 from 1 – 4 p.m.

In this 3-hour workshop, learn how to create the perfect 30- or 60-second “elevator pitch” to introduce you 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.

Fundamentals of Résumé Writing – September 20 from 9 a.m. – noon.

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.

Advanced Email – September 20 from 9 a.m. – noon.

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. This is a 3-hour workshop. Please bring your email address and password.

Google Docs Made Easy - September 23 from 9 a.m. – noon.

Improve your computer skills and learn how to use Google Docs in a fun, stress-free environment. Hands-on practice creating and editing documents. Explore how to share and collaborate on documents with multiple people. This is a 3-hour hands-on workshop. Please bring your Gmail address and password.

Advanced Word – September 23 from 1 – 4 p.m.

Bring your Word skills to the next level. Do you know the best resume 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 3-hour, hands-on workshop. Some experience with MS Word preferred.

Applying Online: The Basics – September 25 from 9 a.m. – noon.

Learn the basics of applying online, including use of job search engines, emailing employers, and attaching and inserting résumés to online applications and emails.

***CTHires.com* – Résumé Builder – September 25 from 1 – 4 p.m.**

This workshop 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 do a comprehensive résumé build with the assistance of the workshop instructor. Also learn to download, print, and email your résumé from *CTHires*.

Job Corps Orientation (ages 17-24) - September 27 from 9 a.m. – noon.

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.

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Networking with LinkedIn - September 27 from 9 a.m. – noon.

This 3-hour workshop helps job seekers 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.

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