



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

August 26, 2019

MONTVILLE - A variety of free employment and training workshops are being offered in September to Montville-area residents by the Connecticut Department of Labor at the *Montville American Job Center*, 601 Norwich-New London Turnpike, Uncasville.

Advance registration is encouraged due to space limitations. Please go to *CTHires.com* or call 860-848-5240 to register.

Résumé Critique – September 3, 9, 16, 23, or 30 from 9 – 11 a.m.

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.

Job Corps Orientation (Ages 17-24) – September 4, 11, 18, or 25 from 9 a.m. – 1 p.m.

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.

Employability Skills for Ex-Offenders – September 4 from 1 – 4 p.m.

This 3-hour workshop focuses on helping ex-offenders market themselves to potential employers. You will learn how to answer challenging questions on applications and during interviews.

Norwich Adult Ed Info Session / Adult Basic Ed Classes - September 4, 11, 18, or 25 from 1:30 – 3:30 p.m.

Learn about the programs available at Norwich Adult Education. Complete an initial intake, on site assessment, and receive referrals to appropriate services. Adult Basic Education Classes provided in reading, writing and math skill development for adults ages 17 and older who have not finished high school and want to enhance basic skills tied to career/employment areas. Career assessment to help determine areas of interest is included. Walk-in/no pre-registration required.

Media Contact: Steve Jensen, Director of Communications

200 Folly Brook Boulevard, Wethersfield, CT 06109-1114

Phone: (860) 263-6535 – Fax: (860) 263-6536 – www.ct.gov/dol

An Equal Opportunity/Affirmative Action Employer



Get Back to Work – September 4 or 26 from 1:30 – 3:30 p.m. or September 16 from 9:30 – 11:30 a.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 5 from 9:30 a.m. – 12:30 p.m.

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.

New London Adult Ed Info Session – September 5, 12, 19, or 26 from 10 a.m. – 12 p.m.

Learn about the programs available at New London Adult Education. Complete an initial intake, on-site assessment, and receive referrals to appropriate services.

Confidence Makeover: Rebound & Recover – September 9 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 10 from 9:30 a.m. – 12:30 p.m.

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.

TRCC SNAP Scholarship Orientation – September 10 from 1 – 2:30 p.m.

If you are receiving SNAP (food stamps), you may be eligible for free job-related, noncredit training at Three Rivers Community College in Norwich. Offerings include CNA, Patient Care Tech, Pharmacy Tech and Security Officer Certification. Learn more at this orientation.

Health Careers Orientation – September 10 from 1 – 2:30 p.m. or September 24 from 10 – 11:30 a.m.

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

Creating A Job Search “Elevator Pitch” – September 10 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 10 from 1 – 4 p.m. or 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.

Email Made Easy – September 11 from 9:30 a.m. – 12:30 p.m.
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.

Metrix Learning – September 11 or 24 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.

Google Docs Made Easy - September 12 from 9:30 a.m. – 12:30 p.m.
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.

Interviewing Strategies and Techniques – September 13 from 9 a.m. - noon or September 24 from 1 – 4 p.m.
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

Successful Job Search Strategies – September 17 from 1 – 4 p.m.
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.

Advanced Word - September 18 from 9:30 a.m. – 12:30 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.

***CTHires.com* Résumé Builder – September 18 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*.

Ticket to Work Orientation – September 19 from 10 – 11 a.m.

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.

Veterans' Employment Connection – September 19 from 1 – 2 p.m.

Monthly orientation for veterans that provides an overview of American Job Center employment services. 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.

Manufacturing Jobs for Everyone - September 19 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.

Applying Online: The Basics – September 24 from 9:30 a.m. – 12:30 p.m.

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

Advanced Email - September 25 from 9:30 a.m. – 12:30 p.m.

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.

Do What You Are: Meyers Briggs – September 27 from 9 a.m. – 2 p.m.

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.

MEDIA RELEASE

CT Department of Labor *Communications Office*

Commissioner Kurt Westby

-5-

Networking with LinkedIn – September 27 from 9:30 a.m. – 12:30 p.m.

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. Also includes how to use local labor market information to identify, research, and approach local employers.

###