



MEDIA RELEASE

CT Department of Labor *Communications Office*
Commissioner Kurt Westby

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

August 26, 2019

WILLIMANTIC – A variety of free employment and training workshops are being offered in September to Willimantic-area residents by the Connecticut Department of Labor to at the *Willimantic American Job Center*, 1320 Main Street, Tyler Square.

Due to space limitations, advance registration is encouraged by going to CTHires.com or calling 860-450-7603 to register for the following workshops:

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.

Health Careers Orientation – September 5 from 10 – 11:30 a.m.

Provides an overview of in-demand careers in healthcare, job skills and available certificate and degree programs, as well as information about financial assistance.

Ticket to Work Orientation – September 9 from 2 – 3 p.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.

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

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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.

Confidence Makeover: Rebound & Recover – September 11 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.

Fundamentals of Résumé Writing – September 12 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.

Email Made Easy – September 12 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.

Get Back to Work – September 12 from 9:30 – 11:30 a.m. or September 23 from 3 – 5 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.

CTHires.com – Résumé Builder – September 12 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 13 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.

Advanced Word - September 17 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.

Creating A Job Search “Elevator Pitch” – September 17 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.

QVCC SNAP Scholarship Orientation – September 18 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.

Employability Skills for Ex-Offenders – September 18 from 1 – 4 p.m.

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

Advanced Email – September 19 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.

Applying Online: The Basics – September 19 from 1 – 4 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.

Google Docs Made Easy - September 24 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.

Metrix Learning – September 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.

Manufacturing Jobs for Everyone - September 25 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.

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

Learn how to create or update a LinkedIn profile, build your online network and 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.

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