



MONTVILLE AMERICAN JOB CENTER OFFERS EMPLOYMENT AND TRAINING WORKSHOPS IN FEBRUARY

January 28, 2020

MONTVILLE - A variety of training and employment workshops to assist Montville-area residents in February are being offered at the Montville American Job Center, 601 Norwich New London Turnpike, Uncasville.

Advance registration is encouraged due to space limitations. To register for these no-cost workshops, please go to CTHires.com or call 860-848-5240.

Résumé Critique: February 3 and 10 and 24 from 9 – 10:15 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.

Get Back to Work: February 3 and 27 from 1:30 – 3:30 p.m. and February 20 from 9:30 – 11:30 a.m.

Gain a full understanding of Job Center services. Learn about Workforce Advisor options including training guidance, and build your next steps toward employment.

Successful Job Search Strategies: February 4 from 9 a.m. – noon and February 25 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.

Computers Made Easy: February 5 from 9 a.m. – noon

This three-hour workshop provides the 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. This workshop is for individuals who have never used a computer or who need a refresher on computer use.

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An Equal Opportunity/Affirmative Action Employer



Metrix Learning: February 5 and 11 from 1 – 3 p.m. and February 20 from 9 – 11 a.m.

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

Norwich Adult Ed Workshop: February 5 and 19 and 26 from 1:30 – 3:30 p.m.

Learn about our Adult Education programs including pathways to earn a high school diploma, access English Language classes, or enroll in citizenship preparation classes. You will have the opportunity to complete enrollment paperwork and assessments, meet individually with an Adult Ed. teacher to discuss your goals, and understand your program and class options that will meet your needs. Programs offered in a variety of locations in southeast Connecticut.

Confidence Makeover - Rebound & Recover: February 6 from 9 a.m. – 2 p.m.

This workshop 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.

New London Adult Ed Workshop: February 6 and 13 and 20 and 27 from 10 a.m. – noon

Learn about our Adult Education programs including pathways to earn a high school diploma, access English Language classes, or enroll in citizenship preparation classes. You will have the opportunity to complete enrollment paperwork and assessments, meet individually with an Adult Ed. teacher to discuss your goals, and understand your program and class options that will meet your needs. Programs offered in a variety of locations in southeast Connecticut.

Fundamentals of Résumé Writing: February 7 and 19 from 1 – 4 p.m. and February 28 from 9 a.m. – 12 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.

TRCC SNAP Scholarship Orientation: February 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.

Word Made Easy: February 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 three-hour, hands-on workshop. No computer experience is necessary.

Health Careers Orientation: February 11 from 2 – 3:30 p.m.

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

Advanced Word: February 13 from 9 a.m. – noon

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.

Manufacturing Jobs for Everyone: February 13 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.

Disability Resource Awareness Workshop: February 19 from 10 – 11 a.m.

As a job seeker with a disability, learn about the resources that can help you find and maintain employment. Some resources covered in this workshop are Department of Rehabilitation Services (DORS), Disability Employment Initiative (DEI) and Ticket-to-Work (Ticket) Programs.

Employability Skills for Ex-Offenders: February 19 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 interviews.

Money Matters: Making Money Work for You: February 20 from 10 a.m. – 12 noon

Learn how to direct your money instead of wondering where it went. Learn the steps to budgeting. Identify ways to decrease spending and increase income while prioritizing bills. Understand the importance of monthly income and expense tracking.

Veterans' Employment Connection: February 20 from 1 – 3 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.

Creating A Job Search “Elevator Pitch”: February 21 from 9 a.m. – noon

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.

Do What You Are: Meyers Briggs – February 21 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.

Google Docs Made Easy: February 25 from 9 a.m. – noon

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. It 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.

Applying Online - The Basics: February 25 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.

Networking with LinkedIn: February 27 from 9 a.m. –noon

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.

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