Willimantic American Job Center Offers October Employment and Training Workshops

WETHERSFIELD, September 22, 2016 – The Willimantic American Job Center will offer a variety of training and employment workshops in October to assist area residents. Advanced registration is encouraged due to space limitations. The Willimantic AJC is located at 1320 Main Street, Tyler Square, and individuals can visit CTHires.com or call (860) 786-6200 to register.

**Basic Computer Skills for Online Job Search** – In this three-hour workshop, jobseekers will learn basic computer skills necessary to conduct an online job search. Topics include mouse skills, vital keyboard knowledge, basic desktop navigation using Windows 7, accessing the Internet and tabbed browsing, locating and navigating a website, Search Engines (Google), and job search engines as well as an Introduction to the CTHires online employment service.  
*October 5 (9:30 a.m. – 12:30 p.m.)*

**Step Up Workshop** – Looking for a job? Get an edge over the competition! Find out if you qualify for one of these programs: Subsidized Training & Employment Program, Small Manufacturer Training Grant Program or Step Up for Vets Program.  
*October 5 and 18 (10:30 a.m. – 12 p.m.)*

**Get Back to Work** – You can overcome job search stress: Stay connected, get involved, and know your next steps. Our staff can offer guidance, direction and opportunity.  
*October 11 (10 a.m. – 12 p.m.) and October 27 (1 – 3 p.m.)*

**In-Demand Jobs in Eastern CT** – Our On-the-Job training programs may help give you the competitive edge to get hired. Explore in-demand jobs in advanced manufacturing, technology or engineering, and the skills employers want. On-site screening will pre-qualify you for one or more OJT Programs.  
*October 11 (1 – 2:30 p.m.)*

**Online Services Orientation** – In this 2-hour orientation, learn about the features and benefits available in CTHires. Learn how to update your Individual Profile, use My Dashboard and My Calendar. Discover the resources available in the Learning Center and Education Services links – including online learning resources. Online learning resources include Alison, GCF, Basic Computer Skills Tutorial, and Metrix Learning.  
*October 12 (9:30 – 11:30 a.m.)*

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An Equal Opportunity/Affirmative Action Employer
Fundamentals of Résumé Writing – Learn how to develop a focused résumé needed to secure job interview and employment offers. Topics include thinking like an employer, strategies for developing essential parts of the résumé, keywords, relevant vs. irrelevant information, formatting, and cover letters.
October 14 (9 a.m. – 12 p.m.)

Health Careers Orientation – An overview of in-demand careers in healthcare, job skills and available certificate and degree programs. Also receive information about financial assistance.
October 19 (10 – 11:30 a.m.)

Interviewing Strategies and Techniques – 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.
October 28 (9 a.m. – 12 p.m.)

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