



Torrington *American Job Center* Offers November Employment and Training Workshops

WETHERSFIELD, October 16, 2014 – The Connecticut Department of Labor and the Northwest Regional Workforce Investment Board (NRWIB) are offering a variety of training and employment workshops in November to assist Torrington-area residents. Events are held at the Torrington *American Job Center*, 685 Main Street. Please contact the office at (860) 496-3300 to register. Advance registration is encouraged due to space limitations. The following workshops are now being offered:

WIA Information Session: Participants will review the process and eligibility requirements for receiving funding for training through the federal Workforce Investment Act (WIA).

November 6 (9 a.m. – 12 p.m.)

November 13 (9 a.m. – 12 p.m.)

November 20 (9 a.m. – 12 p.m.)

Pre-Manufacturing Certification Orientation: This information session is for individuals seeking employment in manufacturing and related trades. The session will provide a review of this pre-employment preparation - job training program for potential participants.

November 14 (10 a.m. – 12 p.m.)

November 21 (10 a.m. – 12 p.m.)

LinkedIn: Attendees will create a profile on a professional networking website and learn the advantage of a digital presence in today's job market. Attendees must have a valid e-mail address.

November 3 (9 a.m. – 12 p.m.)

Job Search Strategies: Participants will develop a successful plan and learn how to use tools and information to conduct an effective job search.

November 5 (9 a.m. – 12 p.m.)

November 26 (9 a.m. – 12 p.m.)

Interviewing Techniques: Participants will increase their understanding of the interview process and address challenging questions.

November 12 (9 a.m. – 12 p.m.)

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Myers-Briggs Type Indicator (MBTI) assessment: MBTI, as it is often referred to, is an assessment tool that links personality type to career choices. This workshop is designed for those changing careers or anyone wishing to learn about personality styles and how they impact career choices.

November 12 (12:30 p.m. – 3:30 p.m.)

On-Line Applications #1: Avoid getting screened out by knowing what employers expect in an online application.

November 7 (9 – 12 p.m.)

Résumé Basics: Learn about important résumé sections, formatting and the pros and cons of different styles.

November 19 (9 a.m. – 12 p.m.)

Veterans' Representative on-site: Connecticut Department of Labor Veterans' Representative Yuriy Matviyenka is available, by appointment, to meet with customers. For a pre-scheduled appointment, please email yuriy.matviyenko@ct.gov or call (203) 437-3295.

Appointments available: November 7, November 14, November 21, November 28

Computers Basics: Learn about the various parts of a PC and improve mouse/keyboard skills.

November 19 (1 p.m. – 3 p.m.)

H1B Technical Skills Training Information session: Review the eligibility requirements and potential opportunities for mid-level skills training in Information Technology (IT), Health Care (IT), and Advanced Manufacturing. This session may be of particular interest to long term unemployed jobseekers with some college credits.

November 17 (10 a.m. – 11 a.m.)

Unemployment: Coping with Stress While Creating a Future: Learn about strategies and coping mechanisms to handle stress while conducting your job search.

November 19 (1 – 3 p.m.)

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