



## **Waterbury 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 Waterbury-area residents. Events are held at the Waterbury *American Job Center*, 249 Thomaston Avenue. Please contact the Job Center at (203) 437-3380 to register. Advance registration is encouraged due to space limitations. The following workshops are now being offered:

**Northwest Connecticut Construction Careers:** This information session is aimed at individuals seeking employment in construction-related fields. It will provide a review of pre-employment and job training requirements.

**November 6 (10:30 a.m. – 12 p.m.)**

**November 20 (10:30 a.m. – 12 p.m.)**

**Pre-Manufacturing Certification Orientation:** This information session is for anyone 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 20 (10 a.m. – 12 p.m.)**

**LinkedIn:** Attendees will create a profile on a professional networking website. Learn the advantages of a digital presence in today's job market. Participants must have a valid email address.

**November 25 (1 – 3 p.m.)**

**Cover Letters:** Participants will learn how to write effective cover letters for their résumés that can often be instrumental for a successful job search.

**November 13 (9 a.m. – 12 p.m.)**

**Free Basic Computer Courses** – contact the United Labor Agency at (203) 755-8745.

**Free Financial Aid Review** offered by Community College CT Talent Assistance Cooperative Educational Opportunity Center (CONNTAC) – contact Arlette Taylor at (203) 574-1140.

**Free GED classes (NRWIB)** – contact the Northwest Regional Workforce Investment Board at (203) 574-6971.

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**Simontor On-Line tutorial:** In this first come/first served workshop, attendees will have the opportunity to view “self-paced” tutorials on résumé writing, interviewing skills, job retention and job seeking skills for ex-offenders.

**November 3 (1 – 2:30 p.m.)**

**November 6 (1 – 2:30 p.m.)**

**November 10 (1 – 2:30 p.m.)**

**November 13 (1 – 2:30 p.m.)**

**November 17 (1 – 2:30 p.m.)**

**November 20 (1 – 2:30 p.m.)**

**November 24 (1 – 2:30 p.m.)**

**Over 40 & Looking for Work:** Participants will discuss the challenges and employer expectations for older workers and develop strategies to successfully mitigate possible stereotyping that may occur during the hiring process.

**November 14 (9 a.m. – 12 p.m.)**

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

**November 7 (9 a.m. – 12 p.m.)**

**November 26 (9 a.m. – 12 p.m.)**

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

**November 6 (9 a.m. – 12 p.m.)**

**Résumé Critiques:** This first come/first served, 15-minute session will provide participants with the opportunity to have their résumé critiqued by Certified Professional Résumé Writers. A typed working résumé is required.

**November 7 (9 – 10 a.m.)**

**November 14 (9 – 10 a.m.)**

**November 21 (9 – 10 a.m.)**

**November 28 (9 – 10 a.m.)**

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

**November 18 (1 – 3 p.m.)**

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