



Hamden Job Center Offers March Employment & Training Workshops

WETHERSFIELD, February 11, 2014 – Connecticut Department of Labor employees in the agency’s Hamden Job Center, located at 37 Marne Street, will offer a variety of training and employment workshops in March to assist area residents. Advanced registration is encouraged due to space limitations. Call (203) 859-3200 to register for these no-cost workshops.

March 3: *LinkedIn* for Job Seekers (1 – 3 p.m.): This workshop uses a lecture/PowerPoint based-format to help participants learn the importance of utilizing *LinkedIn* and developing an effective profile page to aid in their job search.

March 4: Military to Civilian Résumé Workshop (1 – 4 p.m.): Veterans are encouraged to participate in this workshop, which covers the basics of developing an effective résumé. Topics include, translating military skills and accomplishments into civilian terminology, understanding federal résumé formatting, and common résumé mistakes to avoid. Ample time is provided for participants to ask questions of members of the Connecticut Department of Labor’s Office for Veterans’ Workforce Development.

March 7: Successful Job Search Strategies (9 a.m. – noon): Attendees will learn useful job search strategies and gain pointers on telephone skills, networking, the hidden job market and interviewing.

March 10: Career Exploration (9 a.m. – 12:30 p.m.): Discover your interests, work values and abilities, and learn how to gather information and conduct an occupational search to help you make good career decisions, set goals and take action now.

March 13: Résumé Basics (1 – 4 p.m.): If you are putting together your first résumé, this workshop will provide you with the valuable information you need to create a professional résumé.

March 14: Interviewing Techniques (9 a.m. – 12:30 p.m.): Learn interview preparation and techniques and discover the best way to respond to questions from an interviewer, how to negotiate a “win-win” package, and learn what to say and when and how to say it.

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March 18: Stepping Into the Future with Pride & Purpose (12:30 – 4 p.m.): Intended for ex-offenders who are seeking employment, this workshop focuses on employability skills, job search strategies and provides hands-on interview practice.

March 20: Networking Club (1 – 3 p.m.): Members of this group will learn how to use networking as part of their job search, and other important career tips to apply to their job search.

March 21: Résumé Basics (9 – noon.): If you are putting together your first résumé, this workshop will provide you with the valuable information you need to create a professional résumé.

March 27: Advanced Résumé Writing: (14 – p.m.): An extension of **Résumé Basics**, this session covers advanced formatting techniques, interviewing skills, networking and the hidden job market.

March 28: Over 40 and Looking for Work (8:30 a.m. – 12:30 p.m.): Designed to address the specific needs and challenges of jobseekers over the age of 40, this workshop provides attendees with strategies to overcome age bias and successful techniques to land and keep their next job.

March 31: Internet Job Search (1 – 3 p.m.): Participants will gain an overview of job search strategies using the Internet, and useful information on the most helpful websites to visit.

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