



Waterbury Job Center Offers April Employment and Training Workshops

WETHERSFIELD, March 21, 2014 – The Connecticut Department of Labor and partner staff will offer a variety of training and employment workshops in April to assist Waterbury-area residents. Events are held at the Waterbury Job Center, 249 Thomaston Avenue. Due to space limitations, individuals interested in attending any of the workshops are asked to call the Waterbury Job Center at (203) 437-3380 to register.

The Waterbury Job Center is a partner of the *American Job Center Network*. The following workshops are now being offered:

Northwest Connecticut Construction Careers: This information session, aimed at individuals seeking employment in construction-related fields, provides a review of pre-employment and job training requirements.

April 3 (10:30 a.m. – 12 p.m.)

April 17 (10:30 a.m. – 12 p.m.)

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

April 10 (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.

April 15 (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.

April 4 (9 - 12 p.m.)

-more-

Media Contact: Nancy Steffens, Communications Director
200 Folly Brook Boulevard, Wethersfield, CT 06109-1114
Phone: (860) 263-6535 – Fax: (860) 263-6536 – www.ct.gov/dol
An Equal Opportunity/Affirmative Action Employer



Simentor 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. Workshops will be held on the following dates:

April 3 (1 – 2:30 p.m.)

April 7 (1 – 2:30 p.m.)

April 10 (1 – 2:30 p.m.)

April 14 (1 – 2:30 p.m.)

April 17 (1 – 2:30 p.m.)

April 21 (1 – 2:30 p.m.)

April 24 (1 – 2:30 p.m.)

April 28 (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.

April 11 (9 a.m. – 12 p.m.)

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

April 3 (9 a.m. – 12 p.m.)

April 24 (9 a.m. – 12 p.m.)

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

April 4 (1 p.m. – 4 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.

April 4 (9 – 10 a.m.)

April 11 (9 – 10 a.m.)

April 25 (9 – 10 a.m.)

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

April 8 (1 – 3 p.m.)

–more–

On-Line Applications #2: Learn to convert your résumé to a text document – Participants must have Microsoft word knowledge and are required to bring their résumés on a flash drive.

April 22 (1 – 3 p.m.)

Advanced Résumé: Enhance the content of your current résumé by refining your summary/profile, keywords, accomplishments and achievements.

April 10 (9 a.m. – 12 p.m.)

Interviewing Techniques: Geared toward helping participants increase their understanding of the interview process and how to best address challenging questions.

April 25 (9 a.m. – 12 p.m.)

Pardon Process: This workshop presented by Statewide Legal Services, is geared for individuals with criminal records who are interested in the pardon process.

April 11 (9:30 a.m. – 12 p.m.)

Résumé Formatting: Attendees will learn about the tools and strategies available to format résumés in a professional manner. Participants must have a working résumé.

April 29 (1 – 3 p.m.)

Networking Group: Learn firsthand the benefits of networking within a local group of jobseekers and beyond. The goal is to expand your job search to new levels – consistent with today’s job market.

April 3 (1 – 4 p.m.)

April 17 (1 – 4 p.m.)

Stress Management: Participants will identify types of stress/coping strategies often related to the job search.

April 9 (9 a.m. – 12 p.m.)

Health and Life Science Career Orientation: Explore potential training opportunities in the Health and Life Sciences fields offered through the Community College system.

April 10 (1:30 – 3 p.m.)

April 24 (1:30 – 3 p.m.)

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

Free Financial Aid Review (CONNTAC) – please contact Arlette Taylor at (203) 574-1140.

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

####