



Hartford Job Center Offers December Employment and Training Workshops

WETHERSFIELD, November 12, 2014 – Connecticut Department of Labor employees in the agency’s Hartford Job Center, located at 3580 Main Street, will offer a variety of training and employment workshops in December to assist area residents. Advanced registration is encouraged due to space limitations. Call (860)256-3700 to register for these no-cost workshops. The Hartford Job Center is a partner of the *American Job Center Network*.

Interviewing Techniques – December 2 (9 – 11:30 a.m.):

This interactive session will focus on preparation, methods and follow-up to provide jobseekers with the knowledge and skills necessary to effectively compete with other candidates. The session includes simulated interview questions and the responses of participants will be critiqued to improve performance. ***Proper interview attire is strongly recommended.***

Hartford Networking Group – December 3 and 17 (1:30 – 3 p.m.): Meeting twice a month, this group will discuss topics relevant to all jobseekers. Each meeting will present a new topic with time for discussion and networking. Participants will learn about such topic as Networking Strategies, personal Branding, Thank You Note Etiquette, Mock Interviewing and Labor Market Information. Regular guest speakers will also take part.

Résumé Basics – December 8 (9 – 11:30 a.m.): Intended for those who do not have a résumé or a current one, this session will be a lecture and discussion on the basics of résumé creation. Two styles of résumés will be presented, along with what should and should not be included. Participants will gain a thorough understanding of the eight parts of a résumé and the purpose of writing one. A manual will be included for participants to keep.

The Essential Job Seeker Toolbox – December 15 (9 –11:30 a.m.): A job search in the 21st century requires job seekers to have a complete set of tools. This workshop will present key tips on preparing for the job search and understanding how to promote your “brand.” Learn how to use keywords to target your résumé and make yourself stand out. Get tips on utilizing online resources for researching companies and occupations. This workshop includes hands-on activities. Participants must have basic computer skills.

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Energized and Positive – December 16 (9 – 11:30 a.m.): Participants will join with other workers with more than 20 years of experience to share ways that jobseekers can promote themselves as the best candidate for the job. Experience and maturity are key assets; learn how to communicate your value and positively express your worth. You are at the “peak” of your passion, energy, abilities and knowledge and you can use that to position yourself to set new goals and reach new heights.

LinkedIn – December 19 (9 a.m. – 12 p.m.): This is an introduction to LinkedIn, the professional online networking site. Especially useful for participants who have dabbled in LinkedIn, but don’t feel they are using it to its full potential. Participants will learn why it is a critically important tool for jobseekers. Employers are increasingly using online resources like LinkedIn to find and screen potential employees. Learn how to create a top-notch profile and harness the power of a strong network of connections. Participants must have strong computer skills and fluency with the Internet.

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