



Waterbury Job Center Offers July Employment and Training Workshops

WETHERSFIELD, June 24, 2014 – The Connecticut Department of Labor and partner staff will offer a variety of training and employment workshops in July to assist Waterbury-area residents. Events are held at the Waterbury Job Center, 249 Thomaston Avenue. Please contact the Waterbury Job Center at (203) 437-3380 to register. Advance registration is encouraged due to space limitations. The Waterbury Job Center is a partner of the *American Job Center Network*. The following workshops are 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.

July 3 (10:30 a.m. – 12 p.m.)

July 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. The session will provide a review of this pre-employment preparation - job training program for potential participants.

July 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.

July 22 (1 – 3 p.m.)

Cover Letters: Participants will learn how to write effective cover letters for their résumés which are often instrumental for a successful job search.

July 10 (9 a.m. – 12 p.m.)

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

Free Financial Aid Review (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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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.

July 3 (1 – 2:30 p.m.)

July 7 (1 – 2:30 p.m.)

July 10 (1 – 2:30 p.m.)

July 14 (1 – 2:30 p.m.)

July 17 (1 – 2:30 p.m.)

July 21 (1 – 2:30 p.m.)

July 24 (1 – 2:30 p.m.)

July 28 (1 – 2:30 p.m.)

July 31 (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.

No July workshop – Next workshop August 8 (9 a.m. – 12 p.m.)

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

July 9 (9 a.m. – 12 p.m.)

July 17 (9 a.m. – 12 p.m.)

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

July 23 (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.

July 11 (9 – 10 a.m.)

July 18 (9 – 10 a.m.)

July 25 (9 – 10 a.m.)

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

July 8 (1 – 3 p.m.)

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

July 1 (1 – 3 p.m.)

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

July 18 (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.

July 25 (9 a.m. – 12 p.m.)

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

July 25 (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.

July 2 (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.

July 10 (1 – 4 p.m.)

July 24 (1 – 4 p.m.)

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

No July workshop – Next workshop August 13 (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.

July 10 (1:30 – 3 p.m.)

July 24 (1:30 – 3 p.m.)

H1B Technical Skills Training Orientation: 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.

July 1 (1 – 3 p.m.)

July 15 (1 – 3 p.m.)

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