



Hamden Job Center Offers September Employment & Training Workshops

WETHERSFIELD, August 18, 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 September to assist area residents. Advanced registration is encouraged due to space limitations. Call (203) 859-3200 to register for these no-cost workshops. The Hamden Job Center is a partner of the American Job Center Network.

September 2: Military to Civilian Résumé Workshop (1 - 4 p.m.): Veterans are encouraged to participate in this 1 to 4 p.m. workshop, which covers the basics of developing an effective résumé. Topics covered include: translating military skills and accomplishments into civilian terminology; understanding federal résumé formatting and common résumé mistakes to avoid. Ample time will be allowed for participants to ask questions of members of the Connecticut Department of Labor’s Office for Veterans’ Workforce Development.

September 3: Résumé Basics (9 a.m. – 12 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.

September 5: Successful Job Search Strategies (9 a.m. – 12 p.m.): Participants will learn useful job search strategies and gain pointers on telephone skills, networking, the hidden job market and interviewing.

September 9: Internet Job Search (9 – 11 a.m.): This workshop will give participants an overview of job search strategies using the Internet, and will provide useful information on the most helpful websites to visit.

September 10: LinkedIn (9– 11 a.m.): Participants learn the importance of utilizing *LinkedIn* and developing an effective profile page to aid in their job search.

September 10: Résumé Basics (1–4 p.m.): This workshop will provide you with the valuable information you need to create a professional résumé.

September 12: 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.

-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



September 16: Internet Job Search (1 – 3 p.m.): This workshop will give participants an overview of job search strategies using the Internet, and will provide useful information on the most helpful websites to visit.

September 17: 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.

September 18: 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 in their job search.

September 19: Résumé Basics (9 a.m. to 12 p.m.): This workshop will provide you with the valuable information you need to create a professional résumé.

September 23: Myers Briggs Type Indicator, Part 1 (9 a.m. – 3 p.m.) and September 25: Part 2 (9 a.m. – 1:30 p.m.)

MBTI, as it is often referred to, is an assessment tool that links personality type to career choices. This workshop is designed for those changing careers or anyone wishing to learn about personality styles and how they impact career choices. (This workshop is in two parts and participants must register for and attend both sessions. When not offered as a workshop, customers may arrange individual sessions.)

September 24: 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.

September 24: LinkedIn (1– 3 p.m.): Participants learn the importance of utilizing *LinkedIn* and developing an effective profile page to aid in their job search.

September 26: Over 40 and Looking for Work (8:30 a.m. – 12:30 p.m.): 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.

September 26: Résumé Basics (1-4 p.m.): This workshop will provide you with the valuable information you need to create a professional résumé.

September 30: Advanced Résumé Writing: (9 a.m. to 12 p.m.): This workshop goes beyond the **Résumé Basics** session by covering advanced formatting techniques, as well as offering pointers concerning interviewing skills, networking and the hidden job market.

###