



Hartford Job Center Offers September Employment & Training Workshops

WETHERSFIELD, August 18, 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 September 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.

Résumé Basics – September 3 and September 17 (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.

LinkedIn – September 15 and September 30 (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.

Interviewing Techniques – September 10 and September 24 (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.*

The Essential Job Seeker Toolbox – September 8 and September 22 (9 – 11:30 a.m.)

A job search in the 21st century requires jobseekers 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 make your résumé stand out from those of other applicants. 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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An Equal Opportunity/Affirmative Action Employer



Energized and Positive – September 18 (9 – 11:30 a.m.)

Participants will join 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. Using their “peak” passion, energy, abilities and knowledge, attendees will learn more on how to set new goals and reach new heights.

Myers Briggs Type Indicator – September 25 (part one) and September 26 (part two) (9 a.m. – 1 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.*