



Hamden Job Center Offers October Employment & Training Workshops

WETHERSFIELD, September 15, 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 October to assist area residents. Advance 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*.

October 1: Résumé Basics (9 a.m. – 12 p.m.): This workshop will provide you with the valuable information you need to create a professional résumé.

October 3: 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.

October 7: 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.

October 7: Military to Civilian Résumé Workshop (1 – 4 p.m.): Veterans are encouraged to participate in this workshop, which covers the basics of developing an effective résumé. Topics 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.

October 8: LinkedIn (9 – 11 a.m.): Participants learn the importance of utilizing LinkedIn and developing an effective profile page to aid in their job search.

October 9: Résumé Basics (1 – 4 p.m.): This workshop will provide you with valuable information you need to create a professional résumé.

October 10: 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.

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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
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Oct. 15: 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.

October 15: 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.

October 16: 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 to their job search.

October 17: Résumé Basics (9 a.m. – 12 p.m.): This workshop will provide you with valuable information you need to create a professional résumé.

October 21: LinkedIn (1 – 3 p.m.): Participants learn the importance of utilizing LinkedIn and developing an effective profile page to aid in their job search.

October 22: 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.

October 22: How to Apply for a State Job/Exam (8:30 – 10 a.m., 10 – 11:30 a.m., and 11:30 a.m. – 1 p.m.): In this hands-on workshop, participants will visit the Connecticut Department of Administrative Services’ website, as well as understand the differences between a job and/or exam announcement.

October 23: 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.

October 24: Résumé Basics (1 – 4 p.m.): This workshop will provide you with valuable information you need to create a professional résumé.

October 30: Résumé Basics (9 a.m. – 12 p.m.): This workshop will provide you with valuable information you need to create a professional résumé.

October 31: Advanced Résumé Writing: (9 a.m. – 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.

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