



Danielson *American Job Center* Offers February Employment and Training Workshops

WETHERSFIELD, January 23, 2017 – The Danielson *American Job Center* will offer a variety of training and employment workshops in February to assist area residents. Advanced registration is encouraged due to space limitations. The Danielson AJC is located at 95 Westcott Road and individuals can visit CTHires.com or call (860) 412-7000 to register.

Ticket to Work Orientation – Designed for Social Security beneficiaries wanting to return to work and become financially independent, while keeping their Medicare or Medicaid benefits.

February 1 (1 – 2 p.m.)

Applying Online: The Basics – Learn the basics of applying online, such as: using job search engines, emailing employers, and attaching and inserting résumés to online applications and emails.

February 2 (9 a.m. – 12 p.m.)

Fundamentals of Résumé Writing – Learn how to write a focused résumé to secure job interviews and employment offers. Topics include thinking like an employer, strategies for developing essential parts of the résumé, keywords, relevant vs. irrelevant information, formatting and cover letters.

February 2 or February 17 (9 a.m. – 12 p.m.)

Metrix Learning – Offers orientation to online training through the Metrix Learning System. E-Training licenses allow 90 days of 24/7 unlimited access to over 5,000 courses (IT, desktop computer skills or healthcare education). Learn new skills or upgrade existing skills to help find the job you want or enhance your career.

February 3 (9 – 11 a.m.)

Do What You Are – Meyers Briggs – Designed to help you take charge of your career with the help of Myers Briggs Type Indicator Assessment. Explore suitable careers, identify personal strengths and weaknesses and learn effective job search techniques.

February 3 (9 a.m. – 2 p.m.)

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Résumé Critique – Have your résumé reviewed by a Certified Professional Résumé Writer trained in developing strategic documents that generate job interviews. Receive objective and unbiased feedback to assist you in addressing problematic issues along with identifying areas for improvement.

February 6, February 23 or February 27 (10:30 a.m. – 12 p.m.)

Get Back to Work – You can overcome job search stress: stay connected, get involved, and know your next steps. Our staff is here to offer guidance, direction and opportunity.

February 8 (3 – 5 p.m.) or February 24 (1 – 3 p.m.)

Interviewing Strategies and Techniques – Learn how to strategically prepare for critical job interview questions. Topics include company research, developing a candidate message, questions to ask the employer, closing the interview and following up.

February 9 (9 a.m. – 12 p.m.) or February 27 (1 – 4 p.m.)

Basic Computer & Email Skills for Jobseekers – This two-day, six-hour ‘hands on’ workshop provides the basics of desktop navigation with Windows 7, keyboarding, and using email. If you are new to computers, or need a refresher, this is the workshop for you!

February 16 & February 17 (9 a.m. – 12 p.m.)

In-Demand Jobs in Eastern CT – Our on-the-job training (OJT) programs can help give you the competitive edge to get hired. Explore in-demand jobs in advanced manufacturing, technology or engineering, and the skills employers want. On-site screening will pre-qualify you for one or more OJT program.

February 16 (10 – 11:30 a.m.)

Successful Job Search Strategies – Learn job search strategies to help you successfully secure your next position. Topics include employer research, importance of preparation and organization in the job search, networking, and using social media to establish a digital presence.

February 16 (1 – 4 p.m.)

Step Up Workshop – Looking for a job? Get an edge over the competition! Find out if you qualify for one of these programs: Subsidized Training & Employment Program, Small Manufacturer Training Grant Program or Step Up for Veterans program.

February 17 or February 28 (1 – 2:30 p.m.)

Confidence Makeover: Rebound & Recover – Presents an outline of how to work toward a concrete confidence makeover. Offers a variety of specific techniques and gives practical confidence-building tips that can make a significant difference in being the right candidate.

February 22 (9 a.m. – 2 p.m.)

CTHires – Résumé Builder – Focus on building and completing a résumé in the *CTHires* online employment system. Opportunity to review and update your *CTHires* profile, including job skills, and to develop a comprehensive résumé build in *CTHires* with the assistance of the workshop instructor. Also learn how to download, print, and email your résumé from *CTHires*.

February 23 (9 a.m. – 12 p.m.)

Introduction to Microsoft Word – In this two-day workshop, learn how to create a document, save it to a disk, open and close it, make changes, and print it. **PREREQUISITE:** Must possess basic knowledge of computers or have attended Computer Basics Workshop.

February 23 & February 24 (1 – 4 p.m.)

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