



MEDIA RELEASE

CT Department of Labor *Communications Office*
Commissioner Scott D. Jackson

New London *American Job Center* Offers February Employment & Training Workshops

WETHERSFIELD, January 23, 2017 – The New London *American Job Center* located at Shaw’s Cove Six, is offering a variety of employment and training workshops to area residents in February. Advanced registration is encouraged due to space limitations. Please visit CTHires.com or call (860) 439-7670 (Select Option #6) to register.

Health Careers Orientation – An overview of in-demand careers in healthcare, job skills and available certificate and degree programs. Also receive information about financial assistance.

February 1 (10 – 11:30 a.m.)

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

February 1 (1 – 4 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 1 (3 – 5 p.m.) or February 14 (1 – 3 p.m.)

Fundamentals of Résumé Writing: Learn how to write a focused résumé needed to secure job interview 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 3 (9 a.m. – 12 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 and Employment Program, Small Manufacturer Training Grant Program or the Step Up for Vets Program.

February 3 or February 17 (1 – 2 p.m.)

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 or February 27 (9 – 10:15 a.m.)

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Metrix Learning – Offers a two-hour 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 6 (9:30 – 11:30 a.m.)

Basic Computer & Email Skills for Jobseekers – In this two-day, 6-hour ‘hands on’ workshop, learn 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 8 & February 9 (1 – 4 p.m.)

Confidence Makeover: Rebound & Recover – This two-day workshop outlines how to work toward a concrete confidence makeover. Workshop suggests a variety of specific techniques and gives practical confidence-building tips that can make a significant difference in being the right candidate.

February 9 (9 a.m. – 2 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 10 (9 a.m. – 12 p.m.)

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 10 (10 – 11 a.m.)

Successful Job Search Strategies: Discover how to find and apply for most jobs that are not listed in the classified section. Learn to use traditional job search techniques more effectively and how to research companies. Use the Intranet as a job search tool, including search agents, and learn to post your résumé on the *CTHires* online employment service. Explore *CTHires* and many other sites, for public sector, state and federal employment opportunities, as well as labor market information.

February 17 (9 a.m. to 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 22 & February 23 (1 – 4 p.m.)

In-Demand Jobs in Eastern CT – Our on-the-job training (OJT) programs may provide 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 programs.

February 22 (1 – 2:30 p.m.)

Do What You Are – Meyers Briggs – 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 24 (9 a.m. – 3 p.m.)

CTHires – Résumé Builder – Focuses on building and completing a résumé in CTHires. Offers the opportunity to review and update your *CTHires* profile including job skills, and do 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 24 (9:30 a.m. – 12:30 p.m.)

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