



Norwich *American Job Center* Offers February Employment & Training Workshops

WETHERSFIELD, January 23, 2017 – The *Norwich American Job Center*, located at 113 Salem Turnpike, is offering a variety of employment and training workshops in February. Advanced registration is encouraged due to space limitations. To register, please visit *CTHires.com* or call (860) 859-5777.

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

February 1 (9 a.m. – 2 p.m.)

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

February 1 (10 – 11:30 a.m.)

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

February 2 (9:30 a.m. – 12:30 p.m.)

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 2 (1:30 - 3:30 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 (1 – 3 p.m.) or February 23 (9 a.m. – 12 p.m.)

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An Equal Opportunity/Affirmative Action Employer



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 9 (10 – 11:30 a.m.)

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

February 10 or 24 (10 – 11 a.m.)

Basic Computer & Email Skills for Jobseekers – This two-day, six-hour ‘hands on’ workshop offers 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 15 and 16 (9:30 a.m. – 12:30 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 21 and 22 (9:30 a.m. – 12:30 p.m.)

CTHires – Résumé Builder – Focuses on building and completing a résumé in *CTHires*. Provides 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 22 (1:30 – 4:30 p.m.)

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

February 27 (1 – 2 p.m.)

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