



## **New London *American Job Center* Offers November Employment and Training Workshops**

WETHERSFIELD, October 24, 2017 – The New London *American Job Center* located at Shaw’s Cove Six is offering a variety of Employment and Training workshops in November to area residents. Advance registration is encouraged due to space limitations. Please go to *CTHires.com* or call (860) 439-7670 (Select Option #6) to register.

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

**November 1 (1 – 2:30 p.m.)**

**In-Demand Jobs in Eastern CT** – Our On-the-Job Training (OJT) 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 program.

**November 1 (1 – 2:30 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.

**November 2 (1 – 3 p.m.) and November 13 (1 – 3 p.m.)**

**Computer Basics for the Jobseeker** – During this six-hour workshop conducted over two days, learn the basic aspects of how computers work, basic computer operations and terminology for Windows 7. Topics include basic file management, using Help and Support features and how to identify secure sites. Designed for individuals who have never used a computer or need a refresher on basic computer use.

**November 2 and 3 (1 – 4 p.m.)**

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

**November 3 (1 – 2 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

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essential parts of the résumé, keywords, relevant vs. irrelevant information, cover letters, formatting.

**November 3 (9 a.m. – 12 p.m.) and November 17 (1 – 4 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.

**November 3 (1 – 4 p.m.) and November 17 (9 a.m. – 12 p.m.)**

**Résumé Critique** – Have your résumé reviewed by a Certified Professional Résumé Writer trained in developing documents that generate job interviews. Receive objective and unbiased feedback to assist in addressing problematic issues or areas needing improvement.

**November 6, 13, 20 or 27 (9 – 10:15 a.m.)**

**Metrix Learning** – An 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.

**November 6 (9:30 – 11:30 a.m.) and November 13 (10 a.m. – 12 p.m.) and November 21 (1 – 3 p.m.)**

**CTHires – Résumé Builder** – Focused on building and completing a résumé in the *CTHires* online employment system. Provides opportunities 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*.

**November 6 (1 – 4 p.m.)**

**TRCC SNAP SCHOLARSHIP ORIENTATION** – If you are receiving SNAP (food stamps), you may be eligible for FREE job-related, noncredit training at Three Rivers Community College in Norwich. Offerings include CNA, Patient Care Tech, Pharmacy Tech and Security Officer Certification. Learn more at this orientation.

**November 7 (1 – 2:30 p.m.)**

**Introduction to Microsoft Word** – During 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:** You must possess basic knowledge of computers or have attended the Computer Basics Workshop.

**November 7 and 8 (1 – 4 p.m.)**

**Successful Job Search Strategies** – Discover how to find and apply for jobs not listed in the classified section. Learn to use traditional job search techniques more effectively and how to research companies.

Use the Internet as a job search tool, use search agents and learn to post your résumé on the *CTHires* online employment system. Explore *CTHires* and other sites for private, state and federal employment opportunities, as well as labor market information.

**November 9 (9 a.m. – 12 p.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.

**November 13 (1 – 4 p.m.)**

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

**November 14 (9 a.m. – 2 p.m.)**

**Conceptos Básicos De La Computadora Para El Buscador De Empleo - El Español** - Es un taller de seis horas realizado durante dos días. Aprenda los aspectos básicos de cómo funcionan las computadoras, las operaciones básicas de la computadora y la terminología para Windows 7. Los temas incluyen la administración básica de archivos, el uso de las funciones de Ayuda y Soporte y cómo identificar sitios seguros. Este taller es para personas que nunca han usado una computadora o que necesitan un refresco en el uso básico de la computadora.

**November 16 and 17 (1 – 4 p.m.)**

**CTHires Open Lab** – Drop-in lab time available to create/complete your *CTHires* profile. Create a *CTHires* résumé and work on other job search related computer skills. A staff person will be available to help as needed. Walk-in; no registration required.

**November 20 (9:30 a.m. – 12:30 p.m.)**

**Email Skills for Jobseekers** – During this a six-hour workshop conducted over two days, learn how to compose and reply to emails, and attach résumés to emails. Practice responding to a job posting via email while using a practice cover letter and résumé. The instructor will help jobseekers obtain an email address if needed. This workshop is for jobseekers emailing résumés to employers.

**November 28 and 29 (1 – 4 p.m.)**

**Career Development and Exploration** – Discover your career values, interests and personal work styles to assist in developing a career goal and plan. Identify occupations that may be suitable using the Keirseay Temperament Sorter and other assessment tools.

**November 30 (9 a.m. – 2 p.m.)**

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