



## **Norwich *American Job Center* Offering November Employment and Training Workshops**

WETHERSFIELD, October 24, 2017 – The *Norwich American Job Center* is offering a variety of Employment and Training workshops in November to assist area residents. Advance registration is encouraged due to space limitations. The *Norwich AJC* is located at 113 Salem Turnpike, North Building, Suite 200. To register, visit *CTHires.com* or call (860) 859-5777 (Select Option #6).

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

**November 1 (9 a.m. – 2 p.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 7 (1-3 p.m.)**

**Creating A Job Search “Elevator Pitch”** – Learn how to create the perfect 30- or 60-second “elevator pitch” to introduce yourself to potential employers. Explore how to identify or create a networking opportunity and effectively engage during a networking opportunity. Useful for all jobseekers that are unfamiliar or out of practice with networking, and those that are using LinkedIn.

**November 7 (9:30 a.m. – 12:30 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 8 (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 8 (9 a.m. – 12 p.m.) and November 21 (2 – 4 p.m.)**

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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](http://www.ct.gov/dol)

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**Computer Basics for the Jobseeker** – During this is a 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. For individuals who have never used a computer or who need a refresher on basic computer use.

**November 8 and 9 (9:30 a.m. – 12:30 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.

**November 14 (10 – 11 a.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 the Computer Basics Workshop.

**November 15 and 16 (9:30 a.m. – 12:30 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 programs.

**November 15 (10 – 11:30 a.m.)**

**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.

**November 15 (2 – 3:30 p.m.)**

**Applying Online: The Basics** – In this three-hour workshop, learn the basics of applying online, including use of job search engines, emailing employers, and attaching and inserting résumés to online applications and emails.

**November 16 (1 – 4 p.m.)**

**Fundamentals of Résumé Writing** – Learn how to write a focused résumé needed 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, cover letters, formatting.

**November 17 (9 a.m. – 12 p.m.)**

**Email Skills for Jobseekers** – During this is a six-hour workshop conducted over two days, learn 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. Workshop is geared for jobseekers who will be emailing résumés to employers.

**November 27 and 28 (9:30 a.m. -12:30 p.m.)**

**CTHires – Résumé Builder** – Focuses on building and completing a résumé in the *CTHires* online employment system. There are 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. You will also learn how to download, print, and email your résumé from *CTHires*.

**November 28 (1 – 4 p.m.)**

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