



MEDIA RELEASE

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

Willimantic *American Job Center* Offers October Employment and Training Workshops

WETHERSFIELD, October 24, 2017 – The Willimantic *American Job Center* located at 1320 Main Street, Tyler Square, 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) 450-7603 to register.

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

November 2 and 3 (9:30 a.m. – 12:30 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 6 (10 a.m. – 12 p.m.) or November 21 (3 – 5 p.m.)

Metrix Learning – 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 (5 – 7 p.m.)

Networking with LinkedIn – Designed to help jobseekers create or update a LinkedIn profile. Learn how to build an online network and enhance a job search through online networking. Attendees will be encouraged to join relevant professional groups available through LinkedIn to expand their electronic network. Course content includes how to use Local Labor Market Information to identify, research, and approach local employers.

November 8 (9:30 a.m. – 12:30 p.m.)

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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 9 (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.

November 9 (10 – 11 a.m.)

Conceptos Básicos de la Computadora para el Buscador de Empleo - en 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 13 and 14 (9:30 a.m. – 12:30 p.m.)

Fundamentals of Résumé Writing – Learn 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, formatting, and cover letters.

November 16 (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:** You must possess basic knowledge of computers or have attended Computer Basics Workshop.

November 16 and 17 (9:30 a.m. – 12:30 p.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 16 (10 – 11:30 a.m.)

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

November 16 (1 – 4 p.m.)

Email Skills for Jobseekers – In this 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 all jobseekers that will be emailing résumés to employers.

November 20 and 21 (9:30 a.m. – 12:30 p.m.)

Applying Online: The Basics – 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 20 (1:30 – 4:30 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 22 (10 – 11:30 a.m.)

Correo Electrónico Para Los Solicitantes De Empleo - En Español - Es un taller de seis horas realizado durante dos días. Aprende a componer y responder mensajes de correo electrónico, crear etiquetas, establecer una firma, practicar el envío y la recepción de correo electrónico y cómo cargar y descargar archivos adjuntos. Los solicitantes de empleo aprenderán cómo utilizar el correo electrónico para solicitar trabajos.

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

Confidence Makeover: Rebound & Recover – Presents an outline of how to work toward a concrete confidence makeover. 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.

November 30 (9 a.m. – 2 p.m.)

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

November 30 (9:30 a.m. – 12:30 p.m.)

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