



Danielson *American Job Center* Offers December Employment and Training Workshops

WETHERSFIELD, November 22, 2017 – The Danielson *American Job Center* located at 95 Westcott Road, is offering a variety of Employment and Training workshops in December to area residents. Advance registration is encouraged due to space limitations. Please visit *CTHires.com* or call (860) 412-7030 to register.

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.

December 1 (9 a.m. – 2 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 you in addressing problematic issues along with identifying areas for improvement.

December 4 and 11 (9 – 10:30 a.m.)

CTHires Open Lab – Visit our drop-in lab 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.

December 4 (1 – 4 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.

December 6 (1 – 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.

December 7 (9 a.m. – 12 p.m.)

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Computer Basics for the Jobseeker – In this six-hour workshop conducted over two days, learn the 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. Designed for individuals who have never used a computer or need a refresher on basic computer use.

December 7 and 8 (9 a.m. – 12 p.m.)

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

December 11 (9 a.m. – 2 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.

December 12 (1 – 4 p.m.)

Networking with LinkedIn – This three-hour workshop helps jobseekers create or update a LinkedIn profile. Learn how to build an online network and how to enhance your 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.

December 13 (9:30 a.m. – 12:30 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.

December 13 (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.

December 13 (3 – 5 p.m.) and December 27 (9 a.m. – 12 p.m.)

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

December 14 (9 a.m. – 12 p.m.)

Metrix Learning – An orientation to online training through the Metrix Learning System. E-Training licenses that 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.

December 14 (1 – 3 p.m.)

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