



New London *American Job Center* Offers December Employment and Training Workshops

WETHERSFIELD, November 22, 2017 – The New London *American Job Center* located at Shaw’s Cove Six, 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) 439-7670 (Select Option #6) to register.

Fundamentals of Résumé Writing – Learn how to write a focused résumé needed to secure a job interview 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.

December 1 (9 a.m. – 12 p.m.) and December 15 (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.

December 1 (1 – 4 p.m.) and December 15 (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.

December 4, 11 or 18 (9 a.m. – 10:15 a.m.)

Metrix Learning – 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.

December 4 and 15 (9:30 – 11:30 a.m.)

CTHires – Résumé Builder – A three-hour workshop focused on building and completing a résumé in the *CTHires* online employment system. There will be opportunities to review and update your *CTHires* profile, including job skills, and to do a comprehensive résumé build in *CTHires* with the assistance of the workshop instructor. Also learn to download, print, and email your résumé from *CTHires*.

December 4 (1 – 3 p.m.)

-more-

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

An Equal Opportunity/Affirmative Action Employer



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

December 5 (10 – 11:30 a.m.)

Computer Basics for the Job Seeker – A six-hour workshop conducted over two days for learning the basic aspects of how computers work, operate, 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 need a refresher on basic computer use.

December 5 and 6 (1 – 4 p.m.)

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

December 6 (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 7 (9 a.m. – 12 p.m.) and December 20 (3 – 5 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.

December 8 (10 – 11 a.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 8 (9 a.m. – 12 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.

Diciembre 12 and 13 (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. Learn more at this orientation, with offerings including CNA, Patient Care Tech, Pharmacy Tech and Security Officer Certification.

December 13 (1 – 2:30 p.m.)

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

December 14 (9 a.m. – 2 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 this networking. Useful for jobseekers unfamiliar, or out of practice with networking, and those that are using LinkedIn.

December 18 (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.

December 19 and 20 (1– 4 p.m.)

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 22 (9 a.m. – 2 p.m.)

###