



## **Norwich *American Job Center* Offers December Employment and Training Workshops**

WETHERSFIELD, November 22, 2017 – The *Norwich American Job Center* located at 113 Salem Turnpike, North Building, Suite 200, is offering a variety of Employment and Training workshops in December to assist area residents. Advance registration is encouraged due to space limitations. Please visit [CTHires.com](http://CTHires.com) or call (860) 859-5777 (Select Option #6) to register.

**Confidence Makeover: Rebound & Recover** – Presents 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 4 (9 a.m. – 2 p.m.)**

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

**December 6 & 7 (9:30 a.m. – 12:30 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.

**December 7 (1 – 3 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, formatting and cover letters.

**November 8 (9 a.m. – 12 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; offerings include CNA, Patient Care Tech, Pharmacy Tech and Security Officer Cert.

**December 12 (1 – 2:30 p.m.)**

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**Introduction to Microsoft Word** – 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 13 and 14 (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.

**December 14 (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 15 (9 a.m. – 12 p.m.)**

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

**December 15 (10 – 11:30 a.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 19 (1 – 3 p.m.)**

**Networking with LinkedIn** – Offers help to jobseekers in creating or updating a LinkedIn profile. Learn how to build an online network and 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 20 (9:30 a.m. – 12:30 p.m.)**

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

**December 20 (1 – 2:30 p.m.)**

**CTHires Open Lab** – Provides drop-in lab time 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 20 (1 – 4 p.m.)**

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**Email Skills for Job Seekers** – During this two-day workshop, 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. Instructor will help jobseekers obtain an email address if needed. Geared for jobseekers emailing résumés to employers.

**December 21 & 22 (9:30 a.m. – 12:30 p.m.)**

**CTHires – Résumé Builder** – Focuses on building and completing a résumé in the *CTHires* online employment system. You will have the opportunity 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*.

**December 21 (1 – 4 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 (9 a.m. – 12 p.m.) and December 27 (2 – 4 p.m.)**

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