



Waterbury American Job Center Offers December Employment and Training Workshops

WETHERSFIELD, November 22, 2017 – The *Waterbury American Job Center*, located at 249 Thomaston Avenue, is offering a variety of training and employment workshops to assist area residents in December. Advance registration is encouraged due to space limitations. Please call to register for these no-cost workshops.

Résumé Critiques: 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, along with identifying areas for improvement. Call (203) 437-3380 to register.

December 1, 8, 15, 22 or 29 (8:30 – 10 a.m.)

Simentor On-Line tutorial: In this first come/first served workshop, attendees have the opportunity to view self-paced tutorials on resume writing, interviewing/job seeking skills, job retention and job seeking skills for ex-offenders. Call (203)574-6971 to register.

December 4, 7, 11, 14, 18, 21, or 28 (1 – 2:30 p.m.)

Health Professions Opportunity Grant Orientation: Learn about careers in the healthcare field through the Careers Advancement Project (Health CAP). Eligible participants can receive training to assist in securing a job (and advance along a career) in the healthcare field. Contact Evelyn Lumfukiadi at evelyn.lumfuakiadi@nrwib.org or (203) 574-6971 x435.

December 5 and 19 (11 a.m. – 12 p.m.)

Senior Community Service Employment Program (SCSEP): Learn more about services available to jobseekers, age 55 and above. Representatives available on Tuesdays; contact SCSEP at (475) 235-2954.

December 5, 12, or 19 (9 a.m. – 12 p.m.)

Financial Literacy Information session: Learn about the necessity of having good credit. Topics include Fair Credit Reporting Act, budgeting tools, how to get rid of debt, how to protect yourself against identity theft, how to generate other sources of income, and how to complete your income taxes.

Contact Career Resources at (203) 755-5117 x311

December 6 (1 – 3 p.m.)

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Managing the Stress of Job Loss (ULA): Learn about the various strategies and coping mechanisms that will assist you in dealing with the stress you face in being unemployed and finding a job. Call (203) 437-3380 to register.

December 6 (1:30 – 3:30 p.m.)

ITXpress Program: Learn about training, credentials and employment opportunities available through the TechHire ITXpress Program. Eligible participants can qualify to receive training that will assist them in securing a job in the Information Technology field (software developer, IT security, or computer programmer). Contact Angelo Santa Maria at angelo.santamaria@nrwib.org or (203) 574-6971 x465.

December 6 and 20 (1:30 – 2:30 p.m.)

Northwest Connecticut Construction Careers: Orientation for individuals seeking employment in construction-related fields. Session includes a review of pre-employment and job training criteria. Call (203) 574-6971 X 434 to register.

December 7 and 21 (10:30 a.m. – 12 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. Call (203) 437-3380 to register.

December 8 (9 – 11:30 a.m.); December 15 (9 – 11:30 a.m.); December 21 (1 – 3:30 p.m.)

Advanced Résumé: Enhance the content of your current résumé by refining your summary/profile, keywords, accomplishments and achievements. Call (203) 437-3380 to register.

December 11 (9 – 11:30 a.m.)

Access: Orientation for Persons with Disabilities (Friends and Relatives): Access various programs offering services/supports needed to obtain and maintain employment. Geared for customers with disabilities – the emphasis is on abilities, not *disabilities*. Contact Gary Madison at gary.madison@nrwib.org or (203) 574-6971 x442.

December 13 (1:30 – 3 p.m.)

Over 40 and Looking for Work: Discuss challenges and employer expectations; develop strategies to combat the myths of the “older worker” in the hiring process. Call (203) 437-3380 to register.

December 18 (9 – 11:30 a.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. Call (203) 437-3380 to register.

December 22 (9 – 11:30 a.m.)

Ticket to Work – Orientation for Persons receiving SSI or SSDI benefits (NRWIB): Information for SSI/SSDI beneficiaries, their friends and families, about advantages of participating in the Social Security Ticket to Work Program. The job center is an approved Ticket Employment Network. No obligation. Contact Gary Madison at (203) 574-6971 x442 or gary.madison@nrwib.org to register.

December 27 (1:30 – 3 p.m.)

Successful Job Search Strategies: Learn job search strategies that will help you successfully secure your next position. Topics include employer research, the importance of preparation and organization in the job search, networking, and using social media to establish a digital presence. Call (203) 437-3380 to register.

December 29 (9 a.m. – 12 p.m.)

Simentor On-Line tutorial: In this first come/first served workshop, attendees have the opportunity to view self-paced tutorials on résumé writing, interviewing /job seeking skills, job retention and job seeking skills for ex-offenders. Call (203) 574-6971 to register.

Digital Literacy: Learn Windows, Word 1 & 2, Excel 1 & 2, and Power Point 1 & 2 at your own pace. Evening classes are offered 5 to 7 p.m. Tuesdays and Thursdays. Contact Career Resources at (203) 755-5117 x305 to register.

Veterans' Representative appointments: Eligible veterans can receive veteran-specific re-employment services. Department of Labor Veterans' Representative Lina Marte is available to meet with customers. Contact Lina at lina.marte@ct.gov, (203) 437-3297, or visit the job center.

Workforce Innovation and Opportunity Act (WIOA) Information Sessions: Participants will review the process/eligibility requirements to receive funding for training through this federal employment initiative. Qualify as a "Dislocated Worker" or as an "Adult Worker" by calling (203) 574-6971 for information. Sessions for both categories are held every week.

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