



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

WETHERSFIELD, December 26, 2017 – The Danielson *American Job Center* at 562 Westcott Road is offering a variety of Employment and Training workshops in January to area residents. Advance registration is encouraged due to space limitations. Please go to CTHires.com or call (860) 774-4077 to register.

Computers Made Easy – Learn basic aspects of how computers work, basic computer operations, and terminology for Windows 7. Topics include basic file management, using Help and Support features, Internet searches, and how to identify secure sites. Geared for individuals who have never used a computer, or who need a refresher on computer use.

January 5 (9 a.m. – 12 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.

January 9 (4 – 5:30 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.

January 10 (9 – 11 a.m.) and January 23 (1 – 3 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 programs.

January 10 (1 – 2:30 p.m.)

Applying Online: The Basics – Learn the basics of applying online, including the use of job search engines, emailing employers, and attaching and inserting résumés to online applications and emails.

January 11 (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.

January 11 (10 – 11 a.m.)

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Metrix Learning – Offers 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.

January 11 (1 – 3 p.m.)

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

January 12 (9 a.m. – 2 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 the Computer Basics Workshop.

January 17 and 18 (9 a.m. – 12 p.m.)

CTHires – Résumé Builder – Build and complete a résumé in the *CTHires* online employment system. 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 how to download, print, and email a résumé from *CTHires*.

January 17 (1 – 4 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 a networking opportunity. Useful for all jobseekers that are unfamiliar or out of practice with networking, and those that are using LinkedIn.

January 19 (9 a.m. – 12 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. Geared for jobseekers emailing résumés to employers, attendees will 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.

January 24 and 25 (9 a.m. – 12 p.m.)

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, cover letters.

January 25 (9 a.m. – 12 p.m.)

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