



## **New London *American Job Center* Offers January Employment and Training Workshops**

WETHERSFIELD, December 26, 2017 – The New London *American Job Center* at Shaw's Cove Six is offering a variety of Employment and Training workshops in January 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.

**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 3 (9 a.m. – 11 a.m.) or January 17 (1 – 3 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.

**January 4 or January 19 (1 – 4 p.m.)**

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

**January 5, 11, 19 (9 a.m. – 12 p.m.) and January 25 (1 – 4 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.

**January 8, 22, or 29 (9 – 10:15 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.

**January 8 (9 a.m. – 12 p.m.)**

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**TRCC SNAP SCHOLARSHIP ORIENTATION** – If you are receiving SNAP (food stamps), you may be eligible for no-cost, job-related, noncredit training at Three Rivers Community College in Norwich. Learn more at this orientation – offerings include CNA, Patient Care Tech, Pharmacy Tech, Security Officer Certification.  
**January 10 (1 – 2:30 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.  
**January 12 (10 – 11 a.m.)**

**Career Development and Exploration** – Discover your career values, interests and personal work styles to assist in developing a career goal and plan. Identify occupations that may be suitable using the Keirsey Temperament Sorter and other assessment tools.  
**January 12 (9 a.m. – 2 p.m.)**

**Confidence Makeover: Rebound & Recover** – Provides an outline of how to work toward a concrete confidence makeover. Suggests a variety of specific techniques and gives practical confidence-building tips that can make a significant difference in being the right candidate.  
**January 16 (9 a.m. – 2 p.m.)**

**Networking with LinkedIn** – A three-hour workshop designed to help jobseekers create or update a LinkedIn profile. Learn how to build an online network and how to enhance a 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.  
**January 17 (2 – 5 p.m.)**

**In-Demand Jobs in Eastern CT** – Our On-the-Job Training (OJT) 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 program.  
**January 17 (1 – 2:30 p.m.)**

**Computers Made Easy** – This three-hour workshop will help you learn the 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. This workshop is for individuals who have never used a computer or who need a refresher on computer use.  
**January 19 (9:30 a.m. – 12:30 p.m.)**

**CTHires – Résumé Builder** – This three-hour workshop focuses on building and completing a résumé in the *CTHires* online employment system. Opportunities 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 a résumé from *CTHires*.

**January 22 (9:30 a.m. – 12:30 p.m.)**

**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 to enhance your career.

**January 22 (1:30 – 3:30 p.m.) and January 25 (1 – 3 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.

**January 25 and 26 (9:30 a.m. – 12:30 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 25 (10 – 11:30 a.m.)**

**Do What You Are – Meyers Briggs** – Help 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.

**January 26 (9 a.m. – 2 p.m.)**

**Computadora Fácil - El Español** – Este taller de tres horas les ayudará a aprender los aspectos básicos de las computadoras, incluyendo sus funciones, operaciones básicas, y terminología para Windows 7. Los temas incluyen administración básica de archivos, uso de funciones de Ayuda y soporte, búsquedas en Internet y cómo identificar sitios seguros. Este taller es para personas que no han usado nunca una computadora.

**January 29 (9:30 a.m. – 12:30 p.m.)**

**Correo Electrónico Para Los Solicitantes De Empleo - El Español** – Es un taller de seis horas realizado durante dos días. Aprende a componer y responder mensajes de correo electrónico, crear etiquetas, establecer una firma, practicar el envío y la recepción de correo electrónico y cómo cargar y descargar archivos adjuntos. Los solicitantes de empleo aprenderán cómo utilizar el correo electrónico para solicitar trabajos.

**January 30 and 31 (1 – 4 p.m.)**

**MEDIA RELEASE**

**CT Department of Labor** *Communications Office*  
Commissioner Scott D. Jackson

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