



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

WETHERSFIELD, December 26, 2017 – The Norwich *American Job Center*, 113 Salem Turnpike, North building, Suite 200, Norwich, is offering a variety of Employment and Training workshops in January to assist area residents. Advance registration is encouraged due to space limitations. Please go to [CTHires.com](http://CTHires.com) or call (860) 859-5777 (Select Option #6) to register.

**Computers Made Easy** – In this three-hour workshop, 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. Designed for individuals who have never used a computer or who need a refresher on computer use.

**January 3 (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 enhance your career.

**January 3 (1 – 3 p.m.)**

**In-Demand Jobs in Eastern CT** – Our On-the-Job Training (OJT) programs 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 3 (1 – 2:30 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 8 (1 – 2 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 9 (9 – 11 a.m.) and January 24 (3 – 5 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, and Security Officer Certification.

**January 9 (1 – 2:30 p.m.)**

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

**January 10 (9 a.m. – 2 p.m.)**

**Applying Online: The Basics** – In this three-hour workshop, learn the basics of applying online, including use of job search engines, emailing employers, and attaching and inserting résumés to online applications and emails.

**January 11 (1 – 4 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:** You must possess basic knowledge of computers or have attended the Computer Basics Workshop.

**January 11 and 12 (9:30 a.m. – 12:30 p.m.)**

**CTHires – Résumé Builder** – This three-hour workshop focuses on building and completing a résumé in *CTHires*. 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. You will also learn how to download, print, and email your résumé from *CTHires*.

**January 17 (9:30 a.m. - 12:30 p.m.)**

**Creating a Job Search “Elevator Pitch”** – This three-hour workshop helps attendees create the perfect 30- or 60-second “elevator pitch” to introduce themselves to potential employers. Explore how to identify or create a networking opportunity and effectively engage during a networking opportunity. Useful for jobseekers unfamiliar or out of practice with networking, and that are those using LinkedIn.

**January 24 (1:30 – 4:30 p.m.)**

**Email Skills for Jobseekers** – In this six-hour workshop conducted over two days, learn to compose and reply to emails, and attach résumés to emails. Geared for jobseekers emailing résumés to employers,

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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 (9:30 a.m. – 12:30 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 26 (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 29 (10 – 11:30 a.m.)**

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