



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

WETHERSFIELD, December 26, 2017 – The Willimantic *American Job Center* at 1320 Main Street, Tyler Square, offers a variety of Employment and Training workshops to area residents in January. Advance registration is encouraged due to space limitations. Please visit *CTHires.com* or call (860) 450-7603 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 and 16 (10 a.m. – 12 p.m.) or January 29 (3 – 5 p.m.)

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

January 4 (10 – 11:30 a.m.)

Ticket to Work Orientation – A workshop designed for Social Security beneficiaries wanting to return to work and become financially independent while keeping their Medicare or Medicaid benefits.

January 8 (10 – 11 a.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. Geared for individuals who have never used a computer, or who need a refresher on computer use.

January 9 (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 9 (1:30 – 3:30 p.m.) or January 30 (1 – 3 p.m.)

-more-

Media Contact: Nancy Steffens, Communications Director

200 Folly Brook Boulevard, Wethersfield, CT 06109-1114

Phone: (860) 263-6535 – Fax: (860) 263-6536 – www.ct.gov/dol

An Equal Opportunity/Affirmative Action Employer



Networking with LinkedIn – Designed to help jobseekers create or update a LinkedIn profile. Learn how to build their online network and enhance the 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 11 (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 11 (1 – 4 p.m.)

Computadora Fácil - El Español – Este taller de tre 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 12 (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 18 and 19 (9:30 a.m. – 12:30 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 22 and 23 (9:30 a.m. – 12:30 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 23 (1 – 4 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 24 (1 – 2:30 p.m.)

Confidence Makeover: Rebound & Recover – Offers 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 25 (9 a.m. – 2 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 25 (9 a.m. – 1 p.m.)

Email Skills for Jobseekers – In this three-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 can 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 30 and 31 (9:30 a.m. – 12:30 p.m.)

###