



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

WETHERSFIELD, February 27, 2017 – The Danielson *American Job Center* will offer a variety of training and employment workshops in March to assist area residents. Advanced registration is encouraged due to space limitations. The Danielson *AJC* is located at 95 Westcott Road and individuals can visit CTHires.com or call (860) 412-7000 to register.

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.

March 2 (9 a.m. – 12 p.m.) and March 23 (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.

March 2 (1 – 2:30 p.m.) and March 30 (10 – 11:30 a.m.)

Do What You Are – Meyers Briggs – This workshop helps you 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.

March 3 (9 a.m. – 2 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.

March 3 (9 – 11 a.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 you in addressing problematic issues along with identifying areas for improvement.

March 6, March 13, March 20 and March 27 (10:30 a.m. – 12 p.m.)

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An Equal Opportunity/Affirmative Action Employer



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.

March 7 (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.

March 8 (10 a.m. – 12 p.m.) and March 21 (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.

March 9 (9 a.m. – 12 p.m.) and March 30 (1 – 4 p.m.)

Applying Online: The Basics – This three-hour workshop covers the basics of applying online, including using job search engines, emailing employers, and attaching and inserting résumés to online applications and emails.

March 9 (1 – 4 p.m.)

Step Up Workshop – Looking for a job? Get an edge over the competition! Find out if you qualify for one of these programs: the Subsidized Training and Employment Program, Small Manufacturer Training Grant Program, or the Step Up for Vets Program.

March 15 (10 – 11:30 a.m.) and March 28 (1 – 2:30 p.m.)

Successful Job Search Strategies – Learn job search strategies to help you successfully secure your next position. Topics include employer research, importance of preparation and organization in the job search, networking, and using social media to establish a digital presence.

March 16 (1 – 4 p.m.)

CTHires – Résumé Builder – This three-hour workshop focuses on building and completing a résumé using the online *CTHires* employment system. Opportunities to review and update your *CTHires* profile including job skills, and to complete 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*.

March 17 (9 a.m. – 12 p.m.)

In-Demand Jobs in Eastern CT – 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.

March 20 (1 – 2:30 p.m.)

Basic Computer & Email Skills for Jobseekers – This hands-on, two-day and six-hour workshop helps you to learn the basics of desktop navigation with Windows 7, keyboarding, and the basics of using email. If you are new to computers or need a refresher, this is the workshop for you!

March 22-23 (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 Computer Basics Workshop.

March 30-31 (9 a.m. – 12 p.m.)

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