



New London *American Job Center* Offers March Employment and Training Workshops

WETHERSFIELD, February, 27, 2017 – The New London *American Job Center* located at Shaw's Cove Six, is offering a variety of Employment and Training workshops in March to area residents. Advanced registration is encouraged due to space limitations. Please go to 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.

March 2 and 14 (1 – 3 p.m.) March 23 (9 a.m. – 12 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.

March 3 (9 a.m. – 12 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.

March 6, 13, 20, or 27 (9 – 10:15 a.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.

March 6 (9 a.m. – 2 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.

March 6 (1:30 – 4:30 p.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.

March 6 (1:30– 3:30 p.m.)

CTHires – Résumé Builder – 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 to do a comprehensive résumé build in *CTHires* with the assistance of the workshop instructor. Also learn how to download, print, and email your résumé from *CTHires*.

March 8 (2 – 5 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 9 (10 – 11:30 a.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 10 (9 a.m. – 12 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: Subsidized Training & Employment Program, Small Manufacturer Training Grant Program, or the Step Up for Vets Program.

March 10 or March 24 (1 – 2 p.m.)

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

March 14 & 15 (1 – 4 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.

March 15 (1 – 2:30 p.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.

March 17 (9 a.m. – 12 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.

March 17 (1 – 2 p.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.

March 24 (9 a.m. – 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.

March 28 & 29 (1 – 4 p.m.)

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