



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

WETHERSFIELD, February 27, 2017 – The *Norwich American Job Center* located at 113 Salem Turnpike, North Building, Suite 200, Norwich, offers a variety of employment and training workshops to area residents in March. Advanced registration is encouraged due to space limitations. Please visit CTHires.com or call (860) 859-5777 (Select Option #6) to register.

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 1 (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 1 (9:30 a.m. – 12:30 p.m.)

Metrix Learning – Provides an 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 1 (1:30 – 3:30 p.m.)

Basic Computer and Email Skills for Jobseekers – In hands-on, this 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 8 & 9 (9:30 a.m. – 12:30 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 (3 – 5 p.m.) or March 23 (9 a.m. – 12 p.m.)

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In-Demand Jobs in Eastern CT – Our On-the-Job Training (OJT) programs can 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 8 (10 – 11:30 a.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 16 (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 16 (10 – 11:30 a.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 17 or March 31 (10 – 11 a.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.

March 20 (1 – 2 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 the Computer Basics Workshop.

March 22 & 23 (9:30 a.m. – 12:30 p.m.)

CTHires – Résumé Builder – Focused 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 22 (1:30 – 4:30 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 30 (9 a.m. – 12 p.m.)

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