



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

WETHERSFIELD, February 27, 2017 – The Willimantic *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 Willimantic *AJC* is located at 1320 Main Street, Tyler Square, and individuals can 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.

March 1 (3 – 5 p.m.), March 14 (1 – 3 p.m.), or March 30 (10 a.m. – 12 p.m.)

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

March 2 (9 a.m. – 12 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 2 (1 – 3 p.m.) or March 15 (1:30 – 3:30 p.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 3 (9 a.m. – 2 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 & Employment Program, Small Manufacturer Training Grant Program or the Step Up for Vets Program.

March 9 or March 23 (10:30 a.m. – 12 p.m.)

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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 10 (9 a.m. – 12 p.m.)

Basic Computer & Email Skills for Jobseekers – In this hands-on, two-day workshop, you will 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 15 and 16 (9:30 a.m. – 12:30 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 22 (10 – 11:30 a.m.)

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 Programs.

March 23 (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 24 (9 a.m. – 12 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 28 & 29 (9:30 a.m. – 12:30 p.m.)

CTHires – Résumé Builder – This workshop focuses on building and completing a résumé using 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 to download, print, and email your résumé from *CTHires*.

March 28 (1 – 4 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 30 (10 – 11 a.m.)

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