



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

WETHERSFIELD, March 28, 2017 – The Danielson *American Job Center* will offer a variety of training and employment workshops in April 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.

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.

April 3, April 10, April 17 and April 24 (10:30 a.m. – 12 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.

April 5 (1 – 3 p.m.) and April 19 (3 – 5 p.m.)

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, cover letters.

April 6 and April 27 (9 a.m. – 12 p.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.

April 7 (9 a.m. – 2 p.m.)

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

April 7 (9 a.m. – 12 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, including IT, desktop computer skills or healthcare education. Learn new skills or upgrade existing skills to help find the job you want or to enhance your career.

April 7 (1 – 3 p.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.

April 10 (1 – 2 p.m.)

Basic Computer & Email Skills for Jobseekers – This two-day, six-hour ‘hands on’ workshop, provides 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!

April 12 and 13 (1 – 4 p.m.)

Interviewing Strategies and Techniques – Tips 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.

April 13 (9 a.m. – 12 p.m.)

In-Demand Jobs in Eastern CT – Our On-the-Job training 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 programs.

April 19 (3:30 – 5 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.

April 20 (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.

April 20 & 21 (9 a.m. – 12 p.m.)

Confidence Makeover: Rebound & Recover – Presents an outline of how to work toward a concrete confidence makeover. A variety of specific techniques are offered, giving you practical confidence-building tips that can make a significant difference in being the right candidate.

April 21 (9 a.m. – 2 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.

April 24 (10 – 11:30 a.m.)

CTHires – Résumé Builder – This three-hour workshop focuses on building and completing a résumé in the *CTHires* online employment system. Provides 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*.

April 26 (1 – 4 p.m.)

Introduction to Apprenticeship – Apprenticeship is a paid training program of earning while learning. This on-the-job training, combined with classroom instruction, ensures a well-qualified, job-ready employee. Apprenticeships generally range from one to four years and at completion, the Connecticut Department of Labor’s Office of Apprenticeship training provides a portable training credential. For more information, attend the Introduction to Apprenticeship Workshop.

April 28 (1 – 2 p.m.)

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