



Torrington American Job Center Offers April Employment and Training Workshops

WETHERSFIELD, March 24, 2017 – The Connecticut Department of Labor and the Northwest Regional Workforce Investment Board are offering a variety of training and employment workshops in April to assist area residents. Events are held at the Torrington *American Job Center*, 59 Field Street. Please contact the office at (860) 496-3500 to register or call the number listed for each event. Advance registration is encouraged due to space limitations. In addition to these workshops, the Resource Room continues to offer job-related Internet access and online application assistance. The following workshops are now being offered:

CAMI (Connecticut Advanced Manufacturing Initiative) Orientation: Offers a review of the Naugatuck Valley Community College advanced manufacturing facility and program. By appointment only; please contact CAMI coordinator Cheryl Olmstead at Cheryl.olmstead@nrwib.org or (203) 574-6971 x459.
April 3 (1:30 – 2:30 p.m.)

Successful Job Search Strategies: Job search strategies that will help you successfully secure your next position. Topics include employer research, the importance of preparation and organization in the job search, networking and using social media to establish a digital presence. Call (203) 437-3380 to register.
April 4 and 25 (9 – 11:30 a.m.)

Workforce Innovations & Opportunity Act (WIOA) Information Session: Participants can review process and eligibility requirements for funding of job training programs through this federal employment initiative. No appointment is needed. Call (860) 496-3500 to register.
April 6, 13, 20, or 27 (9 a.m. – 12 p.m.)

Veterans' Representative Appointments: Receive veteran-specific re-employment services from Department of Labor Veterans' Representative Lina Marte. For an appointment, contact Lina at lina.marte@ct.gov or (203) 437-3297.
Appointments can be scheduled on the following dates in April: 7, 21, and 28.

Interviewing Strategies and Techniques: Assists in strategically preparing for critical job interview questions. Topics include company research, developing a candidate message, questions to ask employers, closing the interview, and following up. Call (203) 437-3380 to register.
April 11 (9 – 11:30 a.m.)

-more

Media Contact: Nancy Steffens, Communications Director
200 Folly Brook Boulevard, Wethersfield, CT 06109-1114
Phone: (860) 263-6535 – Fax: (860) 263-6536 – www.ct.gov/dol
An Equal Opportunity/Affirmative Action Employer



Health Professions Opportunity Grant Orientation (HPOG): Learn about careers in the healthcare through the Careers Advancement Project (Health CAP). Eligible participants can receive training that will assist them in securing a job (and advance along a career) in the healthcare field. Contact Joyce Liljedahl at (203) 574-6971 x461 or joyce.liljedahl@nrwib.org.

April 13 (1:30 - 2:30 p.m.)

Fundamentals of Résumé Writing: Learn how to write a more focused résumé to help 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. Call (203) 437-3380 to register

April 18 (9 – 11:30 a.m.)

Bureau of Rehabilitation Services (BRS) Workshop: Offers a 30-minute group orientation leading to a one hour one-on-one appointment with BRS staff to review BRS services/eligibility and learn about all of the services available at the *American Job Centers*. Call (860) 496-3500 to register for orientation.

April 21 (10 – 10:30 a.m.)

Computers Basics: Learn to use the mouse, keyboard, practice typing, navigate websites, set-up an email account, and learn about employment resources available through the Department of Labor's website. Microsoft tutorials are available. Call (860) 496-3500 to register.

April 28 (9 a.m. – 12 p.m.)

Disability Resource Coordinator: Staff person is available to show customers how to access the various programs that offer services and supports needed to obtain and maintain employment. The emphasis is on abilities, not *disabilities*. Contact Gary Madison gary.madison@nrwib.org or at (203) 574-6971 x442.

###