



## **Danielson *American Job Center* Offers May Employment and Training Workshops**

WETHERSFIELD, April 25, 2017 – The Danielson *American Job Center* will offer a variety of training and employment workshops in May 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](http://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 in addressing problematic issues, along with identifying areas for improvement.

**May 1, May 8, May 15 or May 22 (9 a.m. – 10 a.m. or (10:30 – 11:30 a.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.

**May 2, May 16 or May 31 (1 – 3 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.

**May 4 (9 a.m. – 12 p.m.)**

**Do What You Are: Meyers Briggs** – Take charge of your career with the help of the Myers Briggs Type Indicator Assessment. Explore suitable careers, identify personal strengths and weaknesses, and learn effective job search techniques.

**May 5 (9 a.m. – 2 p.m.)**

**Basic Computer & Email Skills for Jobseekers** – In this two-day, six-hour ‘hands on’ 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.

**May 11 & May 12 (9 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 the essential parts of a résumé, keywords, relevant vs. irrelevant information, formatting, and cover letters.

**May 11 or May 25 (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.

**May 11 (1 – 3 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 programs.

**May 15 (10 – 11:30 a.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.

**May 17 and 18 (1 – 4 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.

**May 17 (1 – 2 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.

**May 18 (9 a.m. – 12 p.m.)**

**Applying Online: The Basics** – Learn the basics of applying online, including use of job search engines, emailing employers, and attaching and inserting résumés to online applications and emails.

**May 19 (9 a.m. – 12 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 1-4 years and at completion, the CT Department of Labor’s Office of Apprenticeship Training provides a portable training credential. For more information, attend the *Introduction to Apprenticeship Workshop*.

**May 22 (1 p.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.

**May 24 (10:30 a.m. – 12 p.m.)**

**Confidence Makeover: Rebound & Recover** – Presents an outline of how to work toward a concrete confidence makeover. Workshop suggests a variety of specific techniques and provides practical confidence-building tips that can make a significant difference in being the right candidate.

**May 26 (9 a.m. – 2 p.m.)**

**CTHires – Résumé Builder** – Focused on building and completing a résumé in *CTHires*, the online employment system. Review and update your *CTHires* profile, including job skills, and develop a comprehensive résumé build in *CTHires* with the assistance of the instructor. Also learn how to download, print, and email your résumé from *CTHires*.

**May 31 (1 – 4 p.m.)**

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