



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

WETHERSFIELD, April 25, 2017 – The Norwich *American Job Center*, located at 113 Salem Turnpike, North Building, Suite 200, Norwich, will offer a variety of employment and training workshops to area residents in May. Advanced registration is encouraged due to space limitations. Please visit CTHires.com or call (860) 859-5777 (Select Option #6) 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.

May 3 (3 – 5 p.m.) or May 18 (1 – 3 p.m.)

In-Demand Jobs in Eastern CT – Our On-the-Job (OJT) 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 OJT Programs.

May 4 (10 – 11:30 a.m.)

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

May 5 (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.

May 11 (10 – 11:30 a.m.)

Fundamentals of Résumé Writing – Learn how to write a focused résumé needed to secure a 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.

May 11 (1 – 4 p.m.)

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An Equal Opportunity/Affirmative Action Employer



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 15 (1 – 2 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 16 (9:30 a.m. – 12:30 p.m.)

Metrix Learning – Provides 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 16 (1:30 – 3:30 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 17 and May 18 (9:30 a.m. – 12:30 p.m.)

Introduction to Microsoft Word – 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 24 and May 25 (9:30 a.m. – 12:30 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 workshop instructor. You will also learn how to download, print, and email your résumé from *CTHires*.

May 24 (2 – 5 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 25 (9 a.m. – 12 p.m.)

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