



Torrington American Job Center Offers May Employment and Training Workshops

WETHERSFIELD, April 25, 2017 – The Connecticut Department of Labor and the Northwest Regional Workforce Investment Board are offering a variety of training and employment workshops in May to assist area residents. Events are held at the Torrington *American Job Center*, 59 Field Street. Please contact the office at (860) 496-3300 to register. 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: This workshop offers a review of the Advanced Manufacturing Training program and the Naugatuck Valley Community College facility where this training is held. Contact program coordinator Cheryl Olmstead at Cheryl.olmstead@nrwib.org or (203) 574-6971 x459 to register.

May 1 (1:30 – 2:30 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. Call (203) 437-3380 to register.

May 2 or 23 (9 – 11:30 a.m.)

Workforce Innovation and Opportunity Act Information Session: Participants can review process and eligibility requirements for funding of job training programs through this federal employment initiative. No appointment is needed.

May 4, 11, 18, or 25 (9 a.m. – 12 p.m.)

Veterans' Representative appointments: Eligible veterans can receive veteran-specific re-employment services. Department of Labor Veterans' Representative Lina Marte is available, by appointment, to meet with customers. Contact Lina at lina.marte@ct.gov or (203) 437-3297. Appointments can be scheduled on **May 5, 12, 19, or 26.**

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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. Call (203) 437-3380 to register

May 9 or May 30 (9 – 11:30 a.m.)

Health Professions Opportunity Grant Orientation: Learn about careers in the healthcare field through the Careers Advancement Project. 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 joyce.liljedahl@nrwib.org or (203) 574-6971 x461.

May 11 (1:30 – 2:30 p.m.)

Successful Job Search Strategies: Learn job search strategies that will help 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. Call (203) 437-3380 to register

May 16 (9 – 11:30 a.m.)

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

May 19 (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 website. Microsoft tutorials are available. Call (860) 496-3500 to register.

May 26 (9 a.m. – 12 p.m.)

Disability Resource Coordinator: Meet with a staff person to learn 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 at gary.madison@nrwib.org or (203) 574-6971 x442.

ITXpress Program: Learn about training, credentials and employment opportunities through the TechHire ITXpress Program. Eligible participants can qualify to receive training that will assist them in securing a job in the Information Technology field (software developer, IT security, or computer programmer). Contact Angelo Santa Maria at angelo.santamaria@nrwib.org or (203) 574-6971 x465.

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