



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

WETHERSFIELD, May 26, 2017 – The Danielson *American Job Center* will offer a variety of employment and training workshops in June to assist area residents. Advance 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.

**Do What You Are – Meyers Briggs** – 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.

**June 2 (9 a.m. – 2 p.m.)**

**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.

**June 5, June 12, June 19 or June 26 (9 a.m. – 10 a.m. or 10:30 a.m. – 11:30 a.m.)**

**Basic Computer and Email Skills for Jobseekers** – In this two-day hands-on workshop, learn the basics of desktop navigation, including 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.

**June 7 and 8 (1 – 4 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.

**June 8 or June 29 (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.

**June 9 (9 a.m. – 12 p.m.)**

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**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.

**June 14 (1 – 2 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.

**June 15 (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 Computer Basics Workshop.

**June 15 and 16 (9 a.m. – 12 p.m.)**

**Metrix Learning** – 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 find the job you want or enhance your career.

**June 15 (1 – 3 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.

**June 16 (10 a.m. – 12 p.m.) or June 28 (3 – 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.

**June 22 (9 a.m. – 12 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.

**June 28 (10:30 a.m. – 12 p.m.)**

**CTHires – Résumé Builder** – Focuses on building and completing a résumé in the online *CTHires* employment system. Opportunities 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. Also learn how to download, print, and email your résumé using *CTHires*.

**June 28 (1 – 4 p.m.)**

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

**June 30 (9 a.m. – 2 p.m.)**

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