



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

WETHERSFIELD, June 28, 2017 – The *Norwich American Job Center* is offering a variety of employment and training workshops in July to assist area residents. Advance registration is encouraged due to space limitations. The *Norwich American Job Center* is located at 113 Salem Turnpike, North Building, Suite 200, Norwich. Please go to *CTHires.com* or call (860) 859-5777 (Select Option #6) to register.

Successful Job Search Strategies – Discover how to find and apply for jobs not listed in the classified section. Learn to use traditional job search techniques more effectively and how to research companies. Use the Internet as a job search tool, use search agents and learn to post your résumé on the *CTHires* online employment system. Explore *CTHires* and other sites for private, state and federal employment opportunities, as well as labor market information.

July 6 (9 a.m.-12 p.m.)

Applying Online: The Basics – In this three-hour workshop, you will learn the basics of applying online, things such as: using job search engines, emailing employers, and attaching and inserting résumés to online applications and emails. **July 7 (9:30 a.m. – 12:30 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. **July 12 (9 a.m.- 12 p.m.)** and **July 26 (3-5 p.m.)**

Computer Basics for the Job Seeker – This six-hour workshop is conducted over two days. Learn the basic aspects of how computers work, basic computer operations and terminology for Windows 7. Topics include basic file management, using Help and Support features and how to identify secure sites. This workshop is for individuals who have never used a computer or who need a refresher on basic computer use.

July 12 and 13 (1 – 4 p.m.)

Metrix Learning – This is 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

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enhance your career.

July 14 (9:30 – 11:30 a.m.)

Ticket to Work Orientation – This workshop is designed for Social Security beneficiaries wanting to return to work and become financially independent while keeping their Medicare or Medicaid benefits.

July 17 (10-11 a.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.

July 18 (10 a.m. – 11:30 a.m.)

Confidence Makeover: Rebound & Recover – This workshop presents an outline of how to work towards a concrete confidence makeover. The workshop suggests a variety of specific techniques and gives you practical confidence-building tips that can make a significant difference in being the right candidate. **July 19 and 20 (9 a.m. – 2 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.

July 19 and 20 (1-4 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.

July 20 (9 a.m. – 12 p.m.)

Email Skills for Job Seekers – A six-hour workshop conducted over two days. Learn how to compose and reply to emails, and attach résumés to emails. Practice responding to a job posting via email while using a practice cover letter and résumé. The instructor will help jobseekers obtain an email address if needed. This workshop is for all jobseekers that will be emailing résumés to employers.

July 25 and 26 (9:30 a.m. – 12:30 p.m.)

CTHires – Résumé Builder – This three-hour workshop focuses on building and completing a résumé in *CTHires*. You will have the opportunity 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. You will also learn how to download, print, and email your résumé from *CTHires*.

July 26 (1:30 – 4:30 p.m.)

MEDIA RELEASE

CT Department of Labor *Communications Office*
Commissioner Scott D. Jackson

-3-

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

July 27 (9 a.m. – 12 p.m.)

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