



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

WETHERSFIELD, August 22, 2017 – The Danielson *American Job Center* located at 95 Westcott Road, is offering a variety of Employment and Training workshops to area residents in September. Advance registration is encouraged due to space limitations. Please go to [CTHires.com](http://CTHires.com) or call (860) 412-7030 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.

**September 6 or September 20 (1 – 3 p.m.)**

**In-Demand Jobs in Eastern CT** – Our On-the-Job 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.

**September 6 (1 – 2:30 p.m.)**

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

**September 13 (1 – 2 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, including keywords, relevant vs. irrelevant information, formatting, and cover letters.

**September 14 and September 28 (9 a.m. – 12 p.m.)**

**Computer Basics for the Job Seeker** – During this six-hour workshop conducted over two days, learn the basic aspects of how computers operate, 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.

**September 14 and 15 (9 a.m. – 12 p.m.)**

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**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 more than 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 to enhance your career.

**September 14 (1 – 3 p.m.)**

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

**September 19 (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 the Computer Basics Workshop.

**September 20 and 21 (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.

**September 21 (9 a.m. – 12 p.m.)**

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

**September 25 (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.

**September 26 (10 – 11:30 a.m.)**

**Email Skills for Job Seekers** – This is 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 are emailing résumés to employers.

**September 28 and 29 (9 a.m. – 12 p.m.)**

**CTHires – Résumé Builder** – This three-hour workshop focuses on building and completing a résumé in the *CTHires* online employment system. There are 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 from *CTHires*.

**September 28 (1 – 4 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.

**September 28 (10 a.m. – 11:30 a.m.)**

**Email Skills for Jobseekers** – This is 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 are emailing résumés to employers.

**August 31 and September 1 (9 a.m. – 12 p.m.)**

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