



New London *American Job Center* Offers September Employment and Training Workshops

WETHERSFIELD, August 22, 2017 – The New London *American Job Center*, located at Shaw’s Cove Six, 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 or call (860) 439-7670 (Select Option #6) to register.

Health Careers Orientation – Offers an overview of in-demand careers in healthcare, job skills and available certificate and degree programs. Also receive information about financial assistance.
September 5 (10 – 11:30 a.m.)

CTHires Open Lab – Drop in lab time is available to create/complete your *CTHires* profile. Create a *CTHires* résumé and work on any other job search-related computer skills. A staff person will be available to help as needed. Walk-in; no registration required.
September 5 (1 – 4 p.m.)

Conceptos Básicos De La Computadora Para El Buscador De Empleo - El Español - Es un taller de seis horas realizado durante dos días. Aprenda los aspectos básicos de cómo funcionan las computadoras, las operaciones básicas de la computadora y la terminología para Windows 7. Los temas incluyen la administración básica de archivos, el uso de las funciones de Ayuda y Soporte y cómo identificar sitios seguros. Este taller es para personas que nunca han usado una computadora o que necesitan un refresco en el uso básico de la computadora.
September 6 and 7 (1 – 4 p.m.)

Confidence Makeover: Rebound & Recover – Provides an outline of how to work toward a concrete confidence makeover, suggesting specific techniques and confidence-building tips that can make a significant difference in being the right candidate.
September 7 (9 a.m. – 2 p.m.)

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, including keywords, relevant vs. irrelevant information, formatting and cover letters.
September 8 (9 a.m. – 12 p.m.) and September 22 (1 – 4 p.m.)

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Applying Online: The Basics – Learn the basics of applying online, including the use of job search engines, emailing employers, and attaching and inserting résumés to online applications and emails.
September 8 (9:30 a.m. – 12:30 pm)

Ticket to Work Orientation – Designed for Social Security beneficiaries wishing to return to work and become financially independent, while keeping their Medicare or Medicaid benefits.
September 8 (10 – 11 a.m.)

Metrix Learning – An 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 enhance your career.
September 8 (1 – 3 p.m.) and September 21 (9:30 – 11:30 a.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 in addressing problematic issues or areas needing improvement.
September 11, 18 or 25 (9 – 10:15 a.m.)

Computer Basics for the Jobseeker – During this six-hour workshop conducted over two days, learn basic computer operations and terminology for Windows 7. Topics include basic file management, using *Help* and *Support* features and how to identify secure sites. For individuals who have never used a computer or who need a refresher on basic computer use.
September 12 and 13 (1 – 4 p.m.)

CTHires – Résumé Builder – This 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 to 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 14 (9:30 a.m. – 12:30 p.m.)

In-Demand Jobs in Eastern CT – Our On-the-Job Training (OJT) 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 program.
September 14 (10 – 11:30 a.m.)

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.

September 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 the Computer Basics workshop.

September 18 and 19 (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.

September 19 (1 – 3 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 22 (9 a.m. – 12 p.m.)

Email Skills for Jobseekers – in this 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 anyone that will be emailing résumés to employers.

September 26 and 27 (1- 4 p.m.)

Networking with LinkedIn – Helps jobseekers create or update a LinkedIn profile, learn how to build their online network and enhance their job search through online networking. Attendees will be encouraged to join relevant professional groups available through LinkedIn to expand their electronic network. Course content includes how to use local Labor Market Information to identify, research, and approach local employers.

September 28 (9:30 a.m. – 12:30 p.m.)

Career Development and Exploration – Discover your career values, interests and personal work styles to assist in developing a career goal and plan. Identify occupations that may be suitable using the Keirsey Temperament Sorter and other assessment tools.

September 29 (9 a.m. – 2 p.m.)

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MEDIA RELEASE

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