



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

WETHERSFIELD, August 22, 2017 – The *Norwich American Job Center* is offering a variety of Employment and Training workshops in September 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 in Norwich. Please visit CTHires.com, or call (860) 859-5777 (Select Option #6) 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 5 (9 a.m. – 12 p.m.) and September 27 (3 – 5 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 12 (10 – 11:30 a.m.)

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

September 13 (9 a.m. – 2 p.m.)

Computer Basics for the Jobseeker – In this six-hour workshop conducted over two days, learn the basic computer operations and terminology for Windows 7. Topics include basic file management, using the *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 14 and 15 (9:30 a.m. – 12:30 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 and cover letters.

September 15 (9 a.m. – 12 p.m.)

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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 18 (10 – 11 a.m.)

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

September 19 (1 – 4 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.

September 19 and 20 (9:30 a.m. – 12:30 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 emailing résumés to employers.

September 25 and 26 (1 – 4 p.m.)

Creating a Job Search “Elevator Pitch” – Learn how to create the perfect 30- or 60-second “elevator pitch” to introduce yourself to potential employers. Explore how to identify or create a networking opportunity and effectively engage during these opportunities. Useful for jobseekers unfamiliar or out of practice with networking, and those using LinkedIn.

September 27 (9 a.m. – 12 p.m.)

Metrix Learning – Offer 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 27 (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 29 (9 a.m. – 12 p.m.)

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