



Torrington American Job Center Offers September Employment and Training Workshops

WETHERSFIELD, August 22, 2017 – The Connecticut Department of Labor and the Northwest Regional Workforce Investment Board are offering a variety of training and employment workshops to assist area residents in September. Events are held at the Torrington *American Job Center*, 59 Field Street. Please contact the phone numbers listed to register. Advance registration is encouraged due to space limitations. In addition to these workshops, the Resource Room continues to offer job-related Internet access and online application assistance. The following workshops are now being offered:

Veterans' Representative appointments: Eligible veterans can receive veteran-specific re-employment services. Department of Labor Veterans' Representative Lina Marte is available, by appointment, to meet with customers by contacting her at lina.marte@ct.gov or (203) 437-3297. Appointments can be scheduled: **September 1, 8, 15, 22 and 29.**

Successful Job Search Strategies: Learn job search strategies to help you successfully secure your next position. Topics include employer research, the importance of preparation and organization in the job search, networking and using social media to establish a digital presence. Call (203) 437-3380 to register. **September 5 and 26 (9 – 11:30 a.m.)**

Workforce Innovation and Opportunity Act (WIOA) Information Session: Participants can review process and eligibility requirements for funding of job training programs through this federal employment initiative. No appointment is needed. **September 7, 14, 21 and 28 (9 a.m. – 12 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. Call (203) 437-3380 to register. **September 12 (9 – 11:30 a.m.)**

Health Professions Opportunity Grant Orientation: Learn about careers in the healthcare field through the Careers Advancement Project. Eligible participants can receive training that will assist them in

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securing a job (and advance along a career) in the healthcare field. Contact Joyce Liljedahl at joyce.liljedahl@nrwib.org or (203) 574-6971 x461.

September 14 (11 a.m. – 12 p.m.)

Bureau of Rehabilitation Services (BRS): This workshop offers a 30-minute group orientation, followed by a one-hour one-on-one appointment with BRS staff to review services/eligibility and learn about the many services available at the *AJC*. Call (860) 496-3500 to register for the orientation.

September 15 (10 – 10:30 a.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. Call (203) 437-3380 to register

September 19 (9 – 11:30 a.m.)

Northwest Connecticut Construction Careers: An orientation for individuals seeking employment in construction-related fields. The session includes a review of pre-employment and job training criteria. Call (203) 574-6971 x434 to register.

September 28 (10:30 – 11:30 a.m.)

Computers Basics: Learn to use the mouse, keyboard, practice typing, navigate websites, set-up an email account, and learn about employment resources available through the Department of Labor website. Microsoft tutorials available. Call (860) 496-3500 to register.

September 29 (9 a.m. – 12 p.m.)

Disability Resource Coordinator: Meet with a staff person to learn how to access the various programs that offer services and supports needed to obtain and maintain employment. The emphasis is on abilities, not *disabilities*. Contact Gary Madison at gary.madison@nrwib.org or (203) 574-6971 x442.

ITXpress Program: Learn about training, credentials and employment opportunities through the TechHire ITXpress Program. Eligible participants can qualify to receive training that will assist them in securing a job in the Information Technology field (software developer, IT security, or computer programmer). Contact Angelo Santa Maria at angelo.santamaria@nrwib.org or (203) 574-6971 x465.

Ticket to Work – Orientation for Persons receiving SSI or SSDI benefits (NRWIB): Information for SSI/SSDI beneficiaries, their friends and families, about the advantages of participating in the Social Security Ticket to Work Program. The job center is an approved Ticket Employment Network. There is no obligation. Call Gary Madison at (203) 574-6971 x442 or gary.madison@nrwib.org to register.

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