



MEDIA RELEASE

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

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

WETHERSFIELD, August 22, 2017 – The Willimantic *American Job Center* located at 1320 Main Street, Tyler Square, is offering a variety of Employment and Training workshops in September to area residents. Advance registration is encouraged due to space limitations. Please go to CTHires.com or call (860) 450-7603 to register.

Computer Basics for the Job Seeker – In this six-hour workshop conducted over two days, learn the basic aspect of how computers operate and terminology for Windows 7. Topics include basic file management, using the *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 6 and 7 (1 – 4 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 7 or September 28 (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 Computer Basics Workshop.

September 12 and 13 (1 – 4 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 13 (3 – 5 p.m.) and September 28 (10 a.m. – 12 p.m.)

Successful Job Search Strategies – Learn job search strategies to help you successfully secure your next position. Topics include employer research, importance of preparation and organization in the job search, networking, and using social media to establish a digital presence.

September 14 (9 a.m. – 12 p.m.)

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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 18 (9:30 a.m. – 12:30 p.m.)

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 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 18 (1:30 – 3:30 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 19 and 20 (1 – 4 p.m.)

Health Careers Orientation – Provides an overview of in-demand careers in healthcare, job skills and available certificate and degree programs. Also receive information about financial assistance.

September 20 (10 – 11:30 a.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 – Offers an outline of how to work toward a concrete confidence makeover by suggesting specific 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.)

Networking with LinkedIn – This three-hour workshop helps jobseekers create or update a LinkedIn profile. Learn how to build your online network and how to enhance the job search through online networking. You will be encouraged to join relevant professional groups available through LinkedIn

to expand your electronic network. Course content includes learning how to use local Labor Market Information to identify, research, and approach local employers.

September 25 (9:30 a.m. – 12:30 p.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 26 (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 all jobseekers that will be emailing résumés to employers.

September 26 and 27 (1 – 4 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 28 (10 – 11 a.m.)

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