



MEDIA RELEASE

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

Danielson *American Job Center* Offers October Employment and Training Workshops

WETHERSFIELD, September 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 October. Advance registration is encouraged due to space limitations. Visit CTHires.com or call (860) 412-7030 to register.

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 you in addressing problematic issues along with identifying areas for improvement.

October 2, October 16, October 23 and October 30 (9 – 10:30 a.m.)

Computer Basics for the Jobseeker – In this six-hour, two-day workshop, learn basic aspects of how computers work, computer operations and terminology for Windows 7. Topics include basic file management, using Help and Support features, and how to identify secure sites. Designed for individuals who have never used a computer or need a refresher on basic computer use.

October 3-4 (9 a.m. – 12 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.

October 4 (9 – 11 a.m.) and October 18 (3 – 5 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.

October 5 (9 a.m. – 12 p.m.)

Do What You Are – Meyers Briggs – Help take charge of your career with the help of Myers Briggs Type Indicator Assessment. Explore suitable careers, identify personal strengths and weaknesses, and learn effective job search techniques.

October 6 (9 a.m. – 2 p.m.)

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An Equal Opportunity/Affirmative Action Employer



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

October 11 (10 – 11 a.m.)

In-Demand Jobs in Eastern CT – 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.

October 11 (1 – 2:30 p.m.)

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

October 16 (9 a.m. – 2 p.m.)

Introduction to Microsoft Word – 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.

October 18 and October 19 (9 a.m. – 12 p.m.)

Applying Online: The Basics – Learn the basics of applying online, including effective use of job search engines, emailing employers, and attaching and inserting résumés to online applications and emails.

October 18 (1 – 4 p.m.)

Fundamentals of Résumé Writing – Learn how to write a focused résumé to help 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, cover letters.

October 19 (9 a.m. – 12 p.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.

October 19 (1 – 3 p.m.)

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

October 25 (9 – 10:30 a.m.)

Email Skills for Jobseekers – In this six-hour, two-day workshop, learn 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. For all jobseekers emailing résumés to employers; instructor will help obtain an email address if needed.

October 26-27 (9 a.m. – 12 p.m.)

CTHires – Résumé Builder – Build and complete a résumé in the *CTHires* online employment system. will 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 to download, print, and email a résumé from *CTHires*.

October 26 (1 – 4 p.m.)

Networking with LinkedIn – Helps jobseekers create or update a LinkedIn profile. Learn how to build an online network and enhance your 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.

October 31 (9 a.m. – 12 p.m.)

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