



## **New London *American Job Center* Offers October Employment and Training Workshops**

WETHERSFIELD, September 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 October. Advance registration is encouraged due to space limitations. Please go to [CTHires.com](http://CTHires.com) or call (860) 439-7670 (select option #6) 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 in addressing problematic issues or areas needing improvement.

**October 2, 16, 23 and 30 (9 – 10:15 a.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 3 (9 – 11 a.m.) and October 18 (3 – 5 p.m.)**

**Metrix Learning** – 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 3 (1 – 3 p.m.), October 16 (10 a.m. – 12 p.m.) and October 30 (9:30 – 11:30 a.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.

**October 4 (10 – 11:30 a.m.)**

**In-Demand Jobs in Eastern CT** – On-the-Job Training (OJT) programs may 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.

**October 4 (1 – 2:30 p.m.)**

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**Media Contact:** Nancy Steffens, Communications Director

200 Folly Brook Boulevard, Wethersfield, CT 06109-1114

Phone: (860) 263-6535 – Fax: (860) 263-6536 – [www.ct.gov/dol](http://www.ct.gov/dol)

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

**October 5 (9 a.m. – 2 p.m.)**

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

**October 5-6 (1 – 4 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, keywords, relevant vs. irrelevant information, formatting, cover letters.

**October 6 (9 a.m. – 12 p.m.) and October 20 (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 follow up.

**October 6 (1 – 4 p.m.) and October 20 (9 a.m. – 12 p.m.)**

**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.

**October 6 (10 – 11 a.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 10 and October 11 (1 – 4 p.m.)**

**TRCC SNAP Scholarship Orientation** – If you are receiving SNAP (food stamps), you may be eligible for free job-related, noncredit training at Three Rivers Community College in Norwich. Offerings include CNA, Patient Care Tech, Pharmacy Tech and Security Officer Cert.

**October 11 (1 – 2:30 p.m.)**

**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.

**October 16 (1 – 4 p.m.)**

**Conceptos Básicos De La Computadora Para El Buscador De Empleo - El Español** - Es un taller de 6 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.

**October 18 and October 19 (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 a networking opportunity. Useful for all jobseekers that are unfamiliar or out of practice with networking, and those that are using LinkedIn.

**October 18 and October 19 (9:30 a.m. – 12:30 p.m.)**

**CTHires – Résumé Builder** – Focuses on building and completing a résumé in the *CTHires* online employment system. 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 your résumé from *CTHires*.

**October 23 (1 – 4 p.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. Geared for jobseekers emailing résumés to employers; instructor will help obtain an email address if needed.

**October 24-25 (1 – 4 p.m.)**

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

**October 27 (9 a.m. – 1 p.m.)**

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