



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

WETHERSFIELD, September 22, 2017 – The *Norwich American Job Center* is offering a variety of Employment and Training workshops in October 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, Norwich. Please go to CTHires.com or call (860) 859-5777 (select option #6) to register.

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

October 3 (9 a.m. – 2 p.m.)

Metrix Learning – An orientation to online training through the Metrix Learning System offering E-Training licenses that provide 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 to enhance your career.

October 3 (9:30 – 11:30 a.m.)

Open Lab – Drop-in lab time is available to create/complete your profile in the *CTHires* online employment system. Create a *CTHires* résumé and work on other job search-related computer skills. Staff person is available to help as needed. Walk-in, with no registration required.

October 5 (9:30 – 12:30 a.m.)

Fundamentals of Résumé Writing – Tips for writing 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 and cover letters.

October 6 (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 11 (9 – 11 a.m.) and October 25 (3 – 5 p.m.)

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Computer Basics for the Jobseeker – In this six-hour, two-day workshop, learn basic aspects of how computers work, computer operation, and terminology for Windows 7. Topics include basic file management, using 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.

October 11-12 (9:30 a.m. – 12:30 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 Certificate.

October 13 (1 – 2:30 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.

October 17 (10 – 11:30 a.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.

October 18-19 (9:30 a.m. – 12:30 p.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 18 (1 – 2:30 p.m.)

Applying Online: The Basics – In this three-hour workshop, learn the basics of applying online, including use of job search engines, emailing employers, and attaching and inserting résumés to online applications and emails.

October 19 (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.

October 20 (9 a.m. – 12 p.m.)

Ticket to Work Orientation – This workshop is designed for Social Security beneficiaries wanting to return to work and become financially independent while keeping their Medicare or Medicaid benefits.
October 24 (3 – 4 p.m.)

Networking with LinkedIn – Jobseekers will learn how to create or update a LinkedIn profile. Learn how to build an 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 how to use local Labor Market Information to identify, research and approach local employers.
October 25 (9:30 a.m. – 12:30 p.m.)

Email Skills for Jobseekers – In this six-hour, two-day workshop, 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. Geared for jobseekers emailing résumés to employers, the instructor will help attendees obtain an email address if needed.
October 30-31 (9:30 a.m. – 12:30 p.m.)

CTHires – Résumé Builder – Focused on building and completing a résumé in the *CTHires* online employment system, attendees can review and update their *CTHires* profile including job skills, and do a comprehensive résumé build in *CTHires* with the assistance of the instructor. Also learn how to download, print and email your résumé from *CTHires*.
October 31 (1 – 4 p.m.)

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