



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

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

Computer Basics for the Job Seeker – 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. Offered to individuals who have never used a computer or who need a refresher on basic computer use.

October 5-6 (9:30 a.m. – 12:30 p.m.)

Metrix Learning – Offers 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 5 (1 – 3 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 10 and October 11 (9:30 a.m. – 12:30 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 10 and October 24 (10 a.m. – 12 p.m.)

CTHires – Résumé Builder – Build and complete 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 workshop instructor. Also learn to download, print and email your résumé from *CTHires*.

October 11 (1 – 4 p.m.)

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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 12 (9 a.m. – 12 p.m.) and October 26 (9 a.m. – 12 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 12 (10 – 11:30 a.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 12 (3 – 4 p.m.)

Conceptos Básicos de la Computadora para el Buscador de Empleo - en 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.

October 16 and 17 (9:30 a.m. – 12:30 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 16 (5 – 8 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, keywords, relevant vs. irrelevant information, formatting, cover letters.

October 19 (9 a.m. – 12 p.m.)

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

October 23 (9 a.m. – 2 p.m.)

Email Skills for Job Seekers – In this six-hour, two-day workshop, learn 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. This workshop is for all jobseekers emailing resumes to employers; instructor will help you obtain an email address if needed.

October 24-25 (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 25 (1 – 2:30 p.m.)

Correo Electrónico Para Los Solicitantes De Empleo - En Español - Es un taller de seis horas realizado durante dos días. Aprende a componer y responder mensajes de correo electrónico, crear etiquetas, establecer una firma, practicar el envío y la recepción de correo electrónico y cómo cargar y descargar archivos adjuntos. Los solicitantes de empleo aprenderán cómo utilizar el correo electrónico para solicitar trabajos.

October 30 and October 31 (9:30 a.m. – 12:30 p.m.)

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