



## **Torrington American Job Center Offers November Employment and Training Workshops**

WETHERSFIELD, October 23, 2018 – The Connecticut Department of Labor and the Northwest Regional Workforce Investment Board are offering a variety of training and employment workshops in November to assist area residents. Events are held at the Torrington *American Job Center*, 59 Field Street. Please contact the phone numbers listed to register. Advance registration is encouraged due to space limitations. In addition to these workshops, the Resource Room continues to offer job-related Internet access and online application assistance. The following workshops are now being offered:

**Health Professions Opportunity Grant Orientation:** Learn about careers in the healthcare field through the Careers Advancement Project. Eligible participants can receive training that will assist them in securing a job (and advance along a career). Call (203) 574-6971 x435 to register.

**November 1 (10 – 11 a.m.)**

**Northwest Connecticut Community College (NCCC):** Learn all about NCC programs; walk-ins welcome.

**November 1, 8, 15 and 29 (1 – 4 p.m.)**

**Workforce Innovation and Opportunity Act (WIOA) Information Session:** Participants can review eligibility requirements for obtaining job training funds through this federal employment initiative. No appointment is needed.

**November 1, 8, 15, or 29 (9 a.m. – 12 p.m.)**

**Veterans' Representative appointments:** Eligible veterans' can receive veteran-specific re-employment services. A Connecticut Department of Labor Veterans' Representative can be reached at (203) 437-3380 or visit the Waterbury *American Job Center*.

**In November, appointments can be made on Wednesdays and Thursdays**

**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 and cover letters. Call

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An Equal Opportunity/Affirmative Action Employer



(203) 437-3380 to register.

**November 13 (9 – 11:30 a.m.)**

**Bureau of Rehabilitation Services (BRS):** This workshop offers one-on-one appointments to review services/eligibility. The goal is to assist individuals with medical barriers to prepare for, obtain and maintain employment. Call (860) 496-3500 to register for the orientation.

**November 15 (3 – 4 p.m.)**

**Successful Job Search Strategies:** Learn job search strategies to help 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. Call (203) 437-3380 to register.

**November 20 (9 – 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. Call (203) 437-3380 to register.

**November 27 (9 – 11:30 a.m.)**

**Northwest Connecticut Construction Careers:** This workshop is an orientation for individuals seeking employment in construction-related fields. Session includes a review of pre-employment and job training criteria. Call (203) 574-6971 x434 to register.

**November 28 (9 – 10 a.m.)**

**Computer Basics:** Learn to use the mouse, keyboard, practice typing, navigate websites, set-up an email account, and learn about employment resources available through the Connecticut Department of Labor website. Microsoft tutorials are available. Call (860) 496-3500 to register.

**November 30 (9 a.m. – 12 p.m.)**

**OSHA-10 Certification Class:** Participants will attend a two-day, 10-hour class to acquire an OSHA-10 Occupational Safety and Health training certificate. Classes are held at 77 Bishop Street, Waterbury at the OIC Center. Call (203) 574-6971 for Larry Devito (x461) or Joe Diorio (x434) for information.

**Disability Resource Coordinator:** Meet with a staff person to learn how to access the various programs that offer services and supports needed to obtain and maintain employment. The emphasis is on abilities, not *disabilities*. Contact Gary Madison at [gary.madison@nrwib.org](mailto:gary.madison@nrwib.org) or (203) 574-6971 x442.

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## MEDIA RELEASE

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**ITXpress Program:** Learn about training, credentials and employment opportunities through the TechHire ITXpress Program. Eligible participants can qualify to receive training that will assist them in securing a job in the Information Technology field (software developer, IT security, or computer programmer). Contact Angelo Santa Maria at [angelo.santamaria@nrwib.org](mailto:angelo.santamaria@nrwib.org) or (203) 574-6971 x465.

**Ticket to Work – Orientation for Persons receiving SSI or SSDI benefits (NRWIB):** Information for SSI/SSDI beneficiaries, their friends and families, about advantages of participating in the Social Security Ticket to Work program. The *American Job Center* is an approved Ticket Employment Network. There is no obligation. Contact Gary Madison at [gary.madison@nrwib.org](mailto:gary.madison@nrwib.org) or (203) 574-6971 x442 to register.

**Free GED Classes:** Call ED Advance at (860) 567-0863 about registering to attend free GED classes hosted at the Torrington *American Job Center* from 1 to 3 p.m. on Monday and Wednesday afternoons.

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