



MEDIA RELEASE
CT Department of Labor *Communications Office*
Commissioner Kurt Westby

WILLIMANTIC AMERICAN JOB CENTER OFFERS EMPLOYMENT AND TRAINING WORKSHOPS IN OCTOBER

OCTOBER 2, 2019

WILLIMANTIC – The Connecticut Department of Labor is offering a variety of training and employment workshops to assist Windham-area residents this month at the Willimantic American Job Center, located at Tyler Square, 1320 Main Street.

Advance registration is encouraged due to space limitations. To register for these no-cost workshops, please go to CTHires.com or call (860)848-5240.

Computers Made Easy: October 8 from 9:30 a.m. – 12:30 p.m.

This three-hour workshop provides the basic aspects of how computers work, basic computer operations and terminology for Windows 7. Topics include basic file management, using Help and Support features, Internet searches, and how to identify secure sites. This workshop is for individuals who have never used a computer or who need a refresher on computer use.

Confidence Makeover - Rebound & Recover: October 9 from 9 a.m. – 2 p.m.

This workshop presents an outline of how to work toward a concrete confidence makeover by suggesting a variety of specific techniques and practical confidence-building tips that can make a significant difference in being the right candidate.

Word Made Easy: October 10 from 9:30 a.m. – 12:30 p.m.

Designed for the beginner. Learn how to create, edit, copy and paste Microsoft Word documents and much more in a fun, stress-free environment. This is a three-hour, hands-on workshop. No computer experience is necessary.

Interviewing Strategies and Techniques: October 10 from 1 – 4 p.m.

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 860-848-5200 to register.

Email Made Easy: October 15 from 9:30 a.m. – 12:30 p.m.

Designed for the beginner. Learn how to use email in a fun, stress-free, friendly environment. Create a job search email address; practice composing and replying to emails. Explore the features of Gmail. This is a three- hour, hands-on workshop. No computer experience is necessary.

Creating A Job Search “Elevator Pitch”: October 15 from 1 – 4 p.m.

In this three-hour workshop, 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 job seekers that are unfamiliar or out of practice with networking, and those that are using LinkedIn.

QVCC SNAP Scholarship Orientation: October 17 from 9 – 10 a.m.

If you are receiving SNAP (food stamps), you may be eligible for free job-related, noncredit training at Quinebaug Valley Community College in Danielson and Willimantic. Offerings include CNA, Vet Assistant and Pharmacy Tech. Learn more at this orientation.

Job Corps Orientation – (Ages 17-24): October 18 from 9 a.m. – noon

This workshop is an overview of Job Corps, trades offered, where they are located, and expectations for Job Corps students. Also receive information about eligibility and the process to enroll in the program. This is the starting point for any prospective Job Corps student.

Get Back to Work: October 18 from 10 a.m. – noon and October 28 from 2 – 4 p.m.

Gain a full understanding of Job Center services. Learn about Workforce Advisor options (including training guidance), and build your next steps toward employment.

Advanced Word: October 22 from 9:30 a.m. – 12:30 p.m.

Bring your Word skills to the next level. Do you know the best résumé format to use for an Applicant Tracking System? Come to Advanced Word and find out. Learn how to create bulleted lists and insert hyperlinks, tables and more. This is a three-hour, hands-on workshop. Some experience with MS Word is preferred.

CTHires – Résumé Builder: October 22 from 1 – 4 p.m.

This workshop focuses on building and completing a résumé in the *CTHires* online employment system. It provides opportunities to review and update your *CTHires* profile, including job skills, and do a comprehensive résumé build with the assistance of the workshop instructor. Also learn to download, print, and email your résumé from *CTHires*.

Manufacturing Jobs for Everyone: October 23 from 2 – 3:30 p.m.

Manufacturing jobs are in huge demand. There is a job for just about everyone – man or woman – from entry level to highly skilled. Find out about job opportunities and how to prepare for a career in manufacturing. Learn about the Manufacturing Pipeline and the free training – classroom or online – offered to help you get a great paying job in manufacturing.

Advanced Email: October 24 from 9:30 a.m. – 12:30 p.m.

Learn how to effectively email employers. Create an effective subject line. Learn how to attach resumes in the correct format and practice writing/emailing persuasive cover letters. This is a three-hour workshop. Please bring your email address and password.

Applying Online - The Basics: October 24 from 1 – 4 p.m.

Learn the basics of applying online, including use of job search engines, emailing employers, and attaching and inserting résumés to online applications and emails.

Google Docs Made Easy: October 29 from 9:30 a.m. – 12:30 p.m.

Improve your computer skills and learn how to use *Google Docs* now – don't be left behind. Learn how to use *Google Docs* in a fun, stress-free environment. The workshop features hands-on practice creating and editing documents. Explore how to share and collaborate documents with multiple people. This is a three-hour hands-on workshop. Please bring your Gmail address and password.

Metrix Learning: October 29 from 1 – 3 p.m.

This workshop is an orientation to online training through the Metrix Learning System. E-Training licenses allow 90 days of 24/7 unlimited access to more than 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.

Networking with LinkedIn: October 31 from 9:30 a.m. – 12:30 p.m.

Learn how to create or update a LinkedIn profile, how to build your online network, and how to enhance your job search through online networking. Attendees will be encouraged to join relevant professional groups available through LinkedIn to expand their electronic network. The workshop also includes information about how to use local labor market information to identify, research, and approach local employers.

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