



MONTVILLE AMERICAN JOB CENTER OFFERS EMPLOYMENT AND TRAINING WORKSHOPS IN DECEMBER

November 20, 2019

MONTVILLE - A variety of training and employment workshops to assist Montville-area residents this month are being offered at the Montville *American Job Center* located at 601 Norwich New London Turnpike, Uncasville. 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.

Résumé Critique: December 2 and 9 and 16 and 23 from 9 – 11 a.m.

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. Call (860) 848-5200 to register.

Get Back to Work: December 2 from 9:30 – 11:30 a.m. and December 13 and 23 from 1:30 – 3:30 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.

Interviewing Strategies and Techniques: December 3 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.

Computers Made Easy: December 4 from 9 a.m. – noon

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.

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Media Contact: Steve Jensen, Director of Communications

200 Folly Brook Boulevard, Wethersfield, CT 06109-1114

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

An Equal Opportunity/Affirmative Action Employer



Metrix Learning: December 4 from 1 – 3 p.m. and December 19 from 9 – 11 a.m.

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.

Employability Skills for Ex-Offenders: December 4 from 1 – 4 p.m.

This three-hour workshop focuses on helping ex-offenders market themselves to potential employers. You will learn how to answer challenging questions on applications and interviews.

Norwich Adult Ed Workshop: December 4 and 11 and 18 from 1:30 – 3:30 p.m.

Learn about our Adult Education programs including pathways to earn a high school diploma, access English Language classes, or enroll in citizenship preparation classes. You will have the opportunity to complete enrollment paperwork and assessments, meet individually with an Adult Ed. teacher to discuss your goals, and understand your program and class options that will meet your needs. Programs offered in a variety of locations in southeast CT.

New London Adult Ed Workshop: December 5 and 12 and 19 from 10 a.m. – noon

Learn about our Adult Education programs including pathways to earn a high school diploma, access English Language classes, or enroll in citizenship preparation classes. You will have the opportunity to complete enrollment paperwork and assessments, meet individually with an Adult Ed. teacher to discuss your goals, and understand program and class options that will meet your needs. Programs are offered in a variety of locations in southeast Connecticut.

Successful Job Search Strategies: December 6 from 1 – 4 p.m.

Discover how to find and apply for jobs not listed in the classified section. Learn to use traditional job search techniques more effectively and how to research companies, use the Internet and search agents as a job search tool, and how to post your résumé on the *CTHires* online employment system. Explore *CTHires* and other sites for private, state and federal employment opportunities, as well as labor market information. Call (860) 848-5200 to register.

Confidence Makeover - Rebound & Recover: December 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: December 10 from 9 a.m. – noon

This workshop is 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.

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***CTHires* – Résumé Builder: December 10 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*.

TRCC SNAP Scholarship Orientation: December 10 from 1 – 2:30 p.m.

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 Certification. Learn more at this orientation.

Email Made Easy: December 11 from 9 a.m. – noon

This workshop is 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.

Money Matters: Making Money Work for You: December 12 from 10 a.m. – 12 noon

Learn how to direct your money instead of wondering where it went! Learn the steps to budgeting. Identify ways to decrease spending and increase income while prioritizing bills. Understand the importance of monthly income and expense tracking.

Manufacturing Jobs for Everyone!: December 12 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!

Fundamentals of Résumé Writing: December 13 from 9 a.m. – noon

Learn how to write a focused résumé needed to secure job interview and employment offers. Topics include thinking like an employer, developing essential parts of the résumé, keywords, relevant vs. irrelevant information, formatting and cover letters. Call (860) 848-5200 to register.

Health Careers Orientation: December 16 from 2 – 3:30 p.m.

This workshop is an overview of in-demand careers in healthcare, job skills and available certificate and degree programs. Also receive information about financial assistance.

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Advanced Word: December 17 from 9 a.m. – noon

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.

Advanced Email: December 18 from 9 a.m. – noon

Learn how to effectively email employers. Create an effective subject line. Learn how to attach résumés 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: December 18 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.

Disability Resource Awareness Workshop: December 18 from 2 – 3 p.m.

As a job seeker with a disability, learn about the resources that can help you find and maintain employment. Some resources covered in this workshop are Department of Rehabilitation Services (DORS), Disability Employment Initiative (DEI) and Ticket-to-Work (Ticket) Programs.

Creating A Job Search “Elevator Pitch”: December 19 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.

Veterans’ Employment Connection: December 19 from 1 – 3 p.m.

This workshop is a monthly orientation for veterans that provides an overview of *American Job Center* employment services. It also includes information about upcoming recruitments and hiring initiatives, career fairs, and local events of interest to veterans. Learn how to be referred to employers who want to hire veterans, how to receive job leads, and how to post your résumé where employers can see it.

Career Development and Exploration: December 20 from 9 a.m. – 2 p.m.

Discover your career values, interests and personal work styles to assist in developing a career goal and plan. Identify occupations that may be suitable using the Keirseley Temperament Sorter and other assessment tools. Call (860) 848-5200 to register.

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Networking with *LinkedIn*: December 23 from 9 a.m. – noon

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 will also tell you how to use local labor market information to identify, research, and approach local employers.

***Google Docs* Made Easy: December 27 from 9 a.m. – noon**

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 feature hands-on practice creating and editing documents. Explore how to share and collaborate documents with multiple people. This is a 3-hour hands-on workshop. Please bring your gmail address and password.

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