



Danielson *American Job Center* Offers March Employment and Training Workshops

WETHERSFIELD, February 19, 2019 – The Danielson *American Job Center*, located at 562 Westcott Road, is offering a variety of Employment and Training workshops to area residents in March. Advance registration is encouraged due to space limitations. Please go to *CTHires.com* or call (860) 774-4077 to register.

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 (860) 848-5200 to register.

March 1 (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.

March 5 (1 – 3 p.m.) and March 18 (10 a.m. – 12 p.m.)

Computers Made Easy – Learn 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. Geared for individuals who have never used a computer or who need a refresher on computer use.

March 6 (9 a.m. – 12 p.m.)

Manufacturing Jobs for Everyone! – Manufacturing jobs are in huge demand. There is a job for just about everyone – 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!

March 6 (1 – 2:30 p.m.)

(more)

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Ticket to Work Orientation – This workshop explains Social Security’s Ticket to Work program and how it supports career development for people with disabilities who want to work. Social Security disability Beneficiaries, ages 18 through 64 qualify. The Ticket program is free and voluntary. Learn how the Ticket program helps people with disabilities progress toward financial independence.

March 7 (1:30 – 2:30 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 unfamiliar or out of practice with networking, and those using LinkedIn.

March 8 (9 a.m. – 12 p.m.)

Successful Job Search Strategies – 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

March 8 and March 22 (9 a.m. – 12 p.m.)

Manage Your Debt - Control Your Credit – What is credit and what is a credit score? What should you look for in your credit score? What do lenders consider? Learn how to fix discrepancies and recover from bad credit.

March 12 (9 – 11 a.m.)

Confidence Makeover: Rebound & Recover – Offers 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.

March 13 (9 a.m. – 2 p.m.)

Word Made Easy – Designed for the beginner. Learn how to create, edit, copy and paste Microsoft Word documents and much more in a fun, stress-free environment. Hands-on workshop; no computer experience necessary.

March 13 (9 a.m. – 12 p.m.)

(more)

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 more than 5,000 courses (IT, desktop computer skills OR healthcare education). Learn new skills or upgrade existing skills to help find a new job or enhance your career.

March 13 (1 – 3 p.m.)

Fundamentals of Résumé Writing – 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.

March 15 or 29 (9 a.m. – 12 p.m.).

Advanced Word – Bring your Word skills to the next level. Discover the best résumé format to use for an Applicant Tracking System, learn how to create bulleted lists, insert hyperlinks, tables and more. Hands-on workshop; some experience with MS Word preferred.

March 15 (9 a.m. – 12 p.m.)

Email Made Easy – 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, and explore the features of Gmail. Hands-on workshop; no computer experience is necessary.

March 20 (9 a.m. – 12 p.m.)

Health Careers Orientation – Provides an overview of in-demand careers in healthcare, job skills and available certificate and degree programs. Also offers information about financial assistance.

March 20 (10 – 11:30 a.m.)

Networking with LinkedIn – Helps jobseekers create or update a LinkedIn profile. Learn how to build your online network and how to enhance a 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.

March 20 (1 – 4 p.m.)

Applying Online: The Basics – Learn the basics of applying online, including use of job search engines, emailing employers, and attaching and inserting résumés to online applications and emails.

March 22 (9 a.m. – 12 p.m.)

(more)

CTHires: Résumé Builder – Provides help in building and completing a résumé in the *CTHires* online employment system. Offers 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*.

March 26 (9 a.m. – 12 p.m.)

Advanced Email – Learn how to effectively email employers, create an effective subject line, attach a résumé in the correct format, and practice writing/emailing persuasive cover letters. Please bring email address and password.

March 27 (9 a.m. – 12 p.m.)

Job Corps Orientation (ages 17 to 24) – Provides an overview of Job Corps, where schools are located, trades offered, 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.

March 29 (9 a.m. – 12 p.m.)

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