



Montville *American Job Center* Offers May Employment and Training Workshops

WETHERSFIELD, April 24, 2019 – The Montville *American Job Center* located at 601 Norwich New London Turnpike, Uncasville, is offering a variety of Employment and Training workshops to area residents in May. Advance registration is encouraged due to space limitations. Please visit *CTHires.com* or call (860) 848-5240 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
May 1 (1 – 4 p.m.) and May 17 (9 a.m. – 12 p.m.).

Norwich Adult Ed Info Session /Adult Basic Ed Classes – Learn about the programs available at Norwich Adult Education. Complete an initial intake, onsite assessment, and receive referrals to appropriate services. Adult Basic Education Classes are provided in reading, writing and math skill development for adults ages 17 and older who have not finished high school and want to enhance basic skills tied to career/employment areas. Career assessment to help determine areas of interest is included. Walk-in/no pre-registration required.

May 1, 7, 8, 9, 13, 14, 15, 20, 21, 22, 28 and 29 (1:30 – 3:30 p.m.)

Job Corps Orientation – (Ages 17-24) – 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.

May 1, 8, 15, 22 and 29 (9 a.m. – 1 p.m.)

Computers Made Easy – 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,

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Media Contact: Nancy Steffens, Communications Director

200 Folly Brook Boulevard, Wethersfield, CT 06109-1114

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

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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.

May 2 (9:30 a.m. – 12:30 p.m.)

New London Adult Ed Info Session - Learn about the programs available at New London Adult Education. Complete an initial intake, on site assessment, and receive referrals to appropriate services.

May 2, 9, 16, 23 and 30 (10 a.m. – 12 p.m.)

Metrix Learning – This 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.

May 2 and 29 (1 – 3 p.m.) and May 14 (9:30 – 11:30 a.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.

May 3 and 31 (9 a.m. – 12 p.m.) and May 8 and 22 (1 – 4 p.m.)

Résumé Critique – 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

May 6, 13 and 20 (9 – 10:15 a.m.)

Money Matters - Get Smart with Your Money – Learn how to budget your money. Find out how to tell the difference between “wants” and “needs.” Learn tips to evaluate your spending, set goals and priorities, and stick to a budget.

May 7 (9 – 11 a.m.)

Get Back to Work – Gain a full understanding of *American Job Center* services, learn about Workforce Advisor options (including training guidance), and build your next steps toward employment.

May 7 and 28 (1 – 3 p.m.) and May 16 (9:30 – 11:30 a.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. This is a three-hour, hands-on workshop. No computer experience is necessary.

May 8 (9:30 a.m. – 12:30 p.m.)

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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 that are using *LinkedIn*.

May 8 (1 – 4 p.m.)

Ticket to Work Orientation – 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. Attend to learn how the Ticket program helps people with disabilities progress toward financial independence.

May 9 (1 – 2 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.

May 10 (9 a.m. – 12 p.m.) and May 29 (1 – 4 p.m.)

TRCC SNAP Scholarship Orientation – 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.

May 14 (1 – 2:30 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. Explore the features of Gmail. This is a hands-on workshop; no computer experience is necessary.

May 14 (1 – 4 p.m.)

Veterans’ Employment Connection – A monthly orientation for veterans, providing an overview of *American Job Center* employment services. Orientation 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.

May 16 (1 – 4 p.m.)

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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.

May 16 (2 – 3:30 p.m.)

Confidence Makeover: Rebound & Recover – 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.

May 20 (9 a.m. – 2 p.m.)

Advanced Word - Bring your Word skills to the next level! Do you know the best resume 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 hands-on workshop; some experience with MS Word preferred.

May 21 (9:30 a.m. – 12:30 p.m.)

CTHires – Résumé Builder – Focuses on building and completing a résumé in the *CTHires* online employment system. Provides opportunities to review and update your *CTHires* profile, including job skills, and a comprehensive résumé build with the assistance of the workshop instructor. Also learn to download, print, and email your résumé from *CTHires*.

May 21 (1 – 4 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.

May 21 (2 – 3:30 p.m.)

Employability Skills for Ex-Offenders – Focused on helping ex-offenders market themselves to potential employers. Learn how to answer challenging questions on applications and interviews.

May 22 (1 – 4 p.m.)

Advanced Email – 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. Please bring your email address and password.

May 23 (9:30 a.m. – 12:30 p.m.)

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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.

May 23 (1 – 4 p.m.)

Do What You Are: Meyers Briggs – Take charge of your career with the help of the Myers Briggs Type Indicator Assessment. Explore suitable careers, identify personal strengths and weaknesses, and learn effective job search techniques. Call (860) 848-5200 to register.

May 24 (9 a.m. – 2 p.m.)

Networking with LinkedIn – 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 explains how to use local labor market information to identify, research, and approach local employers.

May 29 (9:30 a.m. – 12:30 p.m.)

Google Docs Made Easy – 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 your documents with multiple people. Please bring your Gmail address and password.

May 30 (9:30 a.m. – 12:30 p.m.)

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