



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

WETHERSFIELD, May 22, 2019 – The Danielson *American Job Center*, located at 562 Westcott Road, is offering a variety of Employment and Training workshops to area residents in June. Advance registration is encouraged due to space limitations. Please go to *CTHires.com* or call (860) 774-4077 to register.

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.

June 5 (9 a.m. – 12 p.m.)

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

June 5 (1 – 4 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. Obtain hands-on practice creating and editing documents and explore how to share and collaborate documents with multiple people. Participants are asked to bring their Gmail address and password.

June 7 (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.

June 7 (9 a.m. – 12 p.m.)

(more)

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An Equal Opportunity/Affirmative Action Employer



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.

June 11 (3 – 5 p.m.) and June 24 (1 – 3 p.m.)

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

June 12 (9 a.m. – 12 p.m.)

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.

June 12 (1 – 3 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.

June 12 (2 – 3:30 p.m.)

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 age 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.

June 13 (2 – 3 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.

June 14 (9 a.m. – 2 p.m.)

Advanced Word – 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. Some experience with MS Word preferred in this hands-on workshop.

June 14 (9 a.m. – 12 p.m.)

(more)

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

June 14 or 28 (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 receive information about financial assistance.

June 17 (10 – 11:30 a.m.)

Email Made Easy – 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. Designed for the beginner; no computer experience necessary for this hands-on workshop.

June 19 (9 a.m. – 12 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 that are using *LinkedIn*.

June 19 (1 – 4 p.m.)

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

June 21 (9 a.m. – 12 p.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 (860) 848-5200 to register.

June 21 (9 a.m. – 12 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.

June 26 (9 a.m. – 12 p.m.)

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MEDIA RELEASE

CT Department of Labor *Communications Office*

Commissioner Kurt Westby

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Job Corps Orientation (ages 17-24) – Provides 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.

June 28 (9 a.m. – 12 p.m.)

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

June 28 (9 a.m. – 12 p.m.)

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