



## **July Workshops at Hamden *CTWorks* Focus on Job Search Skills and Services**

WETHERSFIELD, June 1, 2011 – Connecticut Department of Labor employees in the agency's Hamden *CTWorks* Center will offer a variety of training and employment workshops in July to assist area residents with their career needs. The no-cost workshops will be held in the office, 37 Marne Street. Due to space limitations, individuals interested in attending any of the workshops should call the Hamden *CTWorks* Center in advance at (203) 859-3200 to register.

### **July 5**

**Making Sense of Retirement:** Participants will learn important information about investment for retirement during this 2 to 3 p.m. workshop. At its conclusion, each participant will be able to explain the importance of setting goals for retirement, understand concepts of risk tolerance and time horizon, and will also be able to describe the value of a tax-deferred investment. They will also be able to identify various investments available for retirement and appreciate the importance of diversification.

### **July 6**

**Interviewing Skills:** This 9 a.m. to noon workshop details the various types of interviews you may encounter, tips for preparing for an interview, and how to handle those "tough questions" that a potential employer might ask. Participants will also have the chance to role play in the form of a mock interview.

### **July 7**

**Foundations of Investing:** This workshop is geared toward people who would like an overview of investing, including key terms and investment types. This workshop covers the basic features of bonds, stocks and mutual funds, as well as the importance of asset allocation.

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**July 8**

**Job Search Strategies:** This 9 a.m. to noon workshop gives attendees an overview of job search strategies, as well pointers concerning telephone skills, networking, the hidden job market, and interviewing.

**July 11**

**40 + Looking for Work:** Designed to address the specific needs and challenges of job seekers over the age of 40, this 8:30 a.m. to 12:30 p.m. workshop will provide attendees with strategies to overcome age bias and successful techniques to land and keep their next job.

**VETS Information Session:** This 1 to 3 p. m. information session provides an overview of the variety of services for military veterans available through the Connecticut Department of Labor as well as the community.

**July 12**

**Résumé Basics:** If this is the first time you are putting together a résumé – this is the workshop to attend. It runs from 9 a.m. to noon

**July 13**

**Computers for Beginners:** Reservations are recommended for this 9 to 11 a.m. beginner's course designed to familiarize participants with computers. Topics include hardware, software, and the operation process, including how to start up and shut down the computer.

**July 14**

**Internet Job Search:** This workshop, which is scheduled from 9 to 11 a.m., gives participants an overview of job search strategies by using the Internet, and will also provide information about the helpful sites to visit.

**July 18**

**Social Networking:** Participants in this 9 to 11 a.m. session will learn how to use Facebook, LinkedIn and other online technology for the job search. Security and safe practices are included.

**VETS Information Session:** This 1 to 3 p. m. information session provides an overview of the variety of services for military veterans available through the Connecticut Department of Labor as well as the community.

**July 25**

**40 + Looking for Work:** Designed to address the specific needs and challenges of job seekers over the age of 40, this 8:30 a.m. to 12:30 p.m. workshop provides attendees with strategies to overcome age bias and successful techniques to land and keep their next job.

**VETS Information Session:** This 1 to 3 p. m. information session provides an overview of the variety of services for military veterans available through the Connecticut Department of Labor as well as the community.

**July 27**

**Job Club:** Members of this group, which meets from 9 to 11 a.m., will learn how to use networking as part of their job search, as well as other valuable tips.

**July 28**

**Salary Negotiations:** In this 9 to 11 a.m. workshop, participants will discuss how to determine what type of salary they should aim for prior to an interview, and how to talk about the subject with a potential employer.

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