



New London *American Job Center* Offers August Employment and Training Workshops

WETHERSFIELD, July 26, 2017 – The New London *American Job Center*, located at Shaw’s Cove Six, is offering a variety of Employment and Training workshops in August to area residents. Advanced registration is encouraged due to space limitations. Please go to *CTHires.com* or call (860) 439-7670 (Select Option #6) to register.

Computer Basics for the Job Seeker – This is a six-hour workshop conducted over two days. Learn the basic aspects of how computers work, basic computer operations and terminology for Windows 7. Topics include basic file management, using the Help and Support features and how to identify secure sites. This workshop is for individuals who have never used a computer or who need a refresher on basic computer use.

August 1 and 2 (1 – 4 p.m.)

Confidence Makeover: Rebound & Recover – This workshop provides an outline of how to work toward a concrete confidence makeover. It suggests a variety of specific techniques and gives practical confidence-building tips that can make a significant difference in being the right candidate.

August 2 (9 a.m. – 2 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.

August 2 (3 – 5 p.m.) and August 17 (9 am-12 pm)

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

August 4 (9:30 a.m.-- 12:30 pm)

Metrix Learning – This workshop is a two-hour orientation to online training through the Metrix Learning System. E-Training licenses allow 90 days of 24/7 unlimited access to over 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.

August 4 (1 – 3 p.m.) and August 17 (9:30-11:30 a.m.)

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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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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, strategies for developing essential parts of the résumé, keywords, relevant vs. irrelevant information, formatting and cover letters.

August 4 (9 a.m. – 12 p.m.) or August 18 (1-4 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.

August 4 (1-4 p.m.) or August 18 (9 a.m.-12 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.

August 7, 14, 21 or 28 (9 a.m. – 10:15 a.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.

August 7 (10 – 11:30 a.m.)

In-Demand Jobs in Eastern CT – Our On-the-Job Training (OJT) programs may help give you the competitive edge to get hired. Explore in-demand jobs in advanced manufacturing, technology or engineering, and the skills employers want. On-site screening will pre-qualify you for one or more OJT program.

August (10 – 11:30 a.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 as a job search tool, use search agents and learn 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.

August 11 (9 a.m.-12 p.m.)

Introduction to Microsoft Word – In this two-day workshop, learn how to create a document, save it to a disk, open and close it, make changes, and print it. **PREREQUISITE:** Must possess basic knowledge of

computers or have attended Computer Basics workshop.

August 16 and 17 (1– 4 p.m.)

Ticket to Work Orientation – Designed for Social Security beneficiaries wishing to return to work and become financially independent, while keeping their Medicare or Medicaid benefits.

August 18 (1 – 2 p.m.)

Email Skills for Job Seekers – This is a six-hour workshop conducted over two days. Learn how to compose and reply to emails, and attach résumés to emails. Practice responding to a job posting via email while using a practice cover letter and résumé. The instructor will help jobseekers obtain an email address if needed. This workshop is for all jobseekers that will be emailing résumés to employers.

August 24 and 25 (9:30 a.m. – 12:30 p.m.)

Do What You Are- Meyers Briggs- This workshop helps you take charge of your career with the help of the Meyers Briggs Type Indicator Assessment. Explore suitable careers, identify personal strengths and weaknesses and learn effective job search techniques.

August 25 (9 am- 2 pm)

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

August 31 (9:30 am – 12:30 p.m.)