



Norwich American Job Center Offers July Employment and Training Workshops

WETHERSFIELD, July 26, 2017 – The *Norwich American Job Center* is offering a variety of Employment and Training workshops in August to assist area residents. Advanced registration is encouraged due to space limitations. The *Norwich American Job Center* is located at 113 Salem Turnpike, the North Building, Suite 200, Norwich. Please go to *CTHires.com* or call (860) 859-5777 (Select Option #6) to register.

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

August 7 (9 a.m. – 2 p.m.)

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 8 (10 a.m. – 12 p.m.)

Computer Basics for the Job Seeker – This six-hour workshop is 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 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 8 and 9 (1 – 4 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 9 (1-3 p.m.) and August 22 (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

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employer, closing the interview, and following up.

August 10 (9 a.m. – 12 p.m.)

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

August 15 (10 – 11:30 a.m.)

Applying Online: The Basics – In this three-hour workshop, you will learn the basics of applying online, such as: using job search engines, emailing employers, and attaching and inserting résumés to online applications and emails.

August 16 (9:30 a.m. – 12:30 p.m.)

CTHires – Résumé Builder – This three-hour workshop focuses on building and completing a résumé in CTHires. You will have the opportunity to review and update your CTHires profile including job skills, and do a ‘comprehensive’ résumé build in CTHires with the assistance of the workshop instructor. You will also learn how to download, print, and email your résumé from CTHires.

August 16 (1– 4 p.m.)

In-Demand Jobs in Eastern CT – Our On-the-Job Training 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 Programs.

August 17 (1 – 2:30 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, strategies for developing essential parts of the résumé, keywords, relevant vs. irrelevant information, formatting and cover letters.

August 17 or 31 (9 a.m. – 12 p.m.)

Ticket to Work Orientation – This workshop is designed for Social Security beneficiaries wanting to return to work and become financially independent while keeping their Medicare or Medicaid benefits.

August 21 (1-2 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

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computers or have attended Computer Basics Workshop.

August 22 and 23 (1- 4 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 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 24 (9 a.m.-12 p.m.)

CTHires Open Lab – Drop-in lab time available to create/complete your *CTHires* profile. Create a *CTHires* résumé and work on any other job search-related computer skills. A staff person will be available to help as needed.

August 28 (1 – 4 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 29 and 30 (1-4 p.m.)