



Willimantic *American Job Center* Offers August Employment and Training Workshops

WETHERSFIELD, July 26, 2017 – The Willimantic *American Job Center* located at 1320 Main Street, Tyler Square, 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) 450-7603 to register.

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 3 (10 a.m. – 12 p.m.), August 15 (1 – 3 p.m.) and August 31 (10 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.

August 4 (9 a.m. – 12 p.m.)

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 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 7 and 8 (9:30 a.m. – 12:30 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 (1:30 – 3:30 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 10 (10 – 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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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 14 and 15 (9:30 a.m. – 12:30 p.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 15 (1 – 4 p.m.)

Computer Basics for the Jobseeker – This two-day, six hour workshop is being presented in the Spanish language. Attendees will learn 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. The workshop description is also described here in Spanish: **Conceptos Básicos de la Computadora Para el Buscador de Empleo** - El Español - Es un taller de six horas realizado durante dos días. Aprenda los aspectos básicos de cómo funcionan las computadoras, las operaciones básicas de la computadora y la terminología para Windows 7. Los temas incluyen la administración básica de archivos, el uso de las funciones de Ayuda y Soporte y cómo identificar sitios seguros. Este taller es para personas que nunca han usado una computadora o que necesitan un refresco en el uso básico de la computadora.

August 16 and 17 (1 – 4 p.m.)

Successful Job Search Strategies – Learn job search strategies to help you successfully secure your next position. Topics include employer research, importance of preparation and organization in the job search, networking, and using social media to establish a digital presence.

August 18 (9 a.m. – 12 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 22 (9:30 a.m. – 12:30 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 22 (10 – 11:30 a.m.)

Email Skills for Job Seekers – A six-hour workshop conducted over two days. Learn how to compose and reply to emails, and attach resumes 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 23 and 24 (1 – 4 p.m.)

Fundamentals of Résumé Writing – Learn how to write a focused résumé needed to secure job interviews and employment offers. Topics include thinking like an employer, strategies for developing essential parts of the résumé, keywords, relevant vs. irrelevant information, formatting, cover letters.

August 25 (9 a.m. – 12 p.m.)

Confidence Makeover: Rebound & Recover – This workshop presents an outline of how to work towards a concrete confidence makeover. Workshop 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 30 (9 a.m. – 2 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 31 (10 – 11 a.m.)