

Workshops/Orientations

americanjobcenter
EASTERN CT

APPLYING ONLINE - THE BASICS D, M, W

In this 3-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.

CAREER DEVELOPMENT AND EXPLORATION M

Discover your career values, interests, and personal work styles to assist in developing a career goal and plan. Identify occupations that may be suitable using the Keirsey Temperament Sorter and other assessment tools.

COMPUTERS MADE EASY D, M, W

This 3-hour workshop will help you 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. This workshop is for individuals who have never used a computer or who need a refresher on computer use.

COMPUTADORA FÁCIL W

Este taller de 3 horas les ayudará a aprender los aspectos básicos de las computadoras, incluyendo sus funciones, operaciones básicas, y terminología para Windows 7. Los temas incluyen administración básica de archivos, uso de funciones de Ayuda y soporte, búsquedas en Internet y cómo identificar sitios seguros. Este taller es para personas que no han usado nunca una computadora o que necesitan un curso de actualización sobre el uso de la computadora.

CONFIDENCE MAKEOVER: REBOUND & RECOVER

D, M, W

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.

CREATING A JOB SEARCH “ELEVATOR PITCH”

D, M, W

In this 3-hour workshop, 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 job seekers that are unfamiliar or out of practice with networking, and those that are using LinkedIn.

CTHIRES OPEN LAB D, M, W

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.

CTHIRES - RÉSUMÉ BUILDER D, M, W

This 3-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.

Note: Not all workshops are available every month. Certain workshops may require a minimum number of participants to avoid cancellation. Please check the monthly calendar for availability.

DO WHAT YOU ARE – MYERS BRIGGS M

A one- or two-day workshop that helps you take charge of your career with the help of the Myers Briggs Type Indicator Assessment. Explore suitable careers, identify personal strengths and weaknesses and learn effective job search techniques.

EMAIL FOR JOB SEEKERS D, M, W

A 6-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 resume. The instructor will help jobseekers obtain an email address if needed. This workshop is for all jobseekers that will be emailing resumes to employers.

EMPLOYABILITY SKILLS FOR EX-OFFENDERS

D, M, W

This 3-hour workshop focuses on helping ex-offenders market themselves to potential employers. You will learn how to answer challenging questions on applications and interviews.

CORREO ELECTRÓNICO PARA LOS SOLICITANTES DE EMPLEO - EL ESPAÑOL W

Es un taller de 6 horas realizado durante dos días. Aprende a componer y responder mensajes de correo electrónico, crear etiquetas, establecer una firma, practicar el envío y la recepción de correo electrónico y cómo cargar y descargar archivos adjuntos. Los solicitantes de empleo aprenderán cómo utilizar el correo electrónico para solicitar trabajos.

FUNDAMENTALS OF RÉSUMÉ WRITING D, M, W

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 and cover letters.

GET BACK TO WORK D, M, W

Gain a full understanding of Job Center services, learn about Workforce Advisor options (including training guidance), and build your next steps toward employment.

HEALTH CAREERS ORIENTATION D, M, W

An overview of in-demand careers in healthcare, job skills and available certificate and degree programs. Also receive information about financial assistance.

INTERVIEWING STRATEGIES AND TECHNIQUES

D, M, W

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.

Locations:

- **NEW Office! M = Monville, 601 Norwich New London Tpke., Uncasville, 860-848-5240**
- **NEW Location! D = Danielson, 562 Westcott Rd., 860-774-4077**
- **W = Willimantic, 1320 Main St., 860-450-7603**

Workshops/Orientations Continued

INTRODUCTION TO MICROSOFT WORD **D, M, W**

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.

JOB CORPS ORIENTATION **D, M, W**

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.

MANAGE YOUR DEBT - CONTROL YOUR CREDIT **D, M, W**

What is credit and what is a credit score? What should you look for in your credit score? What do lenders consider? Learn how to fix discrepancies and recover from bad credit.

MANUFACTURING JOBS FOR EVERYONE! **D, M, W**

Manufacturing jobs are in huge demand. There is a job for just about everyone – man or woman – 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!

METRIX LEARNING **D, M, W**

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.

MONEY MATTERS - GET SMART WITH YOUR MONEY **D, M, W**

Learn how to budget your money. Find out how to tell the difference between “wants” and “needs”. Learn tips to evaluate your spending, set goals and priorities, and stick to a budget.

NETWORKING WITH LINKEDIN **D, M, W**

This 3-hour workshop helps job seekers 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.

N.L./NORWICH ADULT ED INFORMATION SESSION **M**

Learn about the programs available at New London and Norwich Adult Education. Complete an initial intake, on site assessment, and receive referrals to appropriate services. Norwich Adult Ed also provides an Adult Basic Education Class to provide reading, writing and math skill development for adults ages 17 & older who have not finished high school and want to enhance basic skills tied to career/employment areas. Career assessment to help determine areas of interest is included.

RÉSUMÉ CRITIQUE **M**

Have your résumé reviewed by a Certified Professional Résumé Writer (CPRW) trained in developing strategic documents that generate job interviews. Receive objective and unbiased feedback to assist you in addressing problematic issues along with identifying areas for improvement.

SUCCESSFUL JOB SEARCH STRATEGIES **D, M**

Learn job search strategies that will 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.

TICKET TO WORK **D, M, W**

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.

Our Workshop Rewards Program is a WIN-WIN!



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improve your skills and
increase your chances of
landing the perfect job!**

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