

Workshops/Orientations



americanjobcenter EASTERN CT

APPLYING ONLINE - THE BASICS D, NL, N, 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 NL

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 Keirseley Temperament Sorter and other assessment tools.

COMPUTERS MADE EASY D, NL, N, 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 NL, 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, NL, N, 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, NL, N, 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, NL, N, 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, NL, N, 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.

DO WHAT YOU ARE – MYERS BRIGGS NL

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, NL, N, 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.

CORREO ELECTRÓNICO PARA LOS SOLICITANTES DE EMPLEO - EL ESPAÑOL NL, 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, NL, N, 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, NL, N, W

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.

HEALTH CAREERS ORIENTATION D, NL, N, W

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

Locations:

NEW Location! D = Danielson, 562 Westcott Rd., 860-774-4077

NL = New London, Shaw's Cove Six, 860-439-7670

N = Norwich, 113 Salem Turnpike, 860-859-5777

W = Willimantic, 1320 Main St., 860-450-7603

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.

Workshops/Orientations Continued

IN-DEMAND JOBS IN EASTERN CT: HOW OJT TRAINING CAN HELP YOU GET HIRED **D, NL, N, W**

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.

INTERVIEWING STRATEGIES AND TECHNIQUES

D, NL, 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.

INTRODUCTION TO MICROSOFT WORD **D, NL, N, 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.

METRIX LEARNING **D, NL, N, 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.

NETWORKING WITH LINKEDIN **D, NL, N, 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.

RÉSUMÉ CRITIQUE **NL, N, W**

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, NL**

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, NL, N, W**

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

Our Workshop Rewards Program is a WIN-WIN!



Our workshops help you improve your skills and increase your chances of landing the perfect job!

AND when you COMPLETE 3 WORKSHOPS Receive a FREE Flash Drive



Ask for your Workshop Rewards Card today!



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