

# Workshops/Orientations



## americanjobcenter EASTERN CT

### **ADVANCED WORD D, M, W**

Bring your Word skills to the next level! Do you know the best resume format to use for an Applicant Tracking System? Come to Advanced Word and find out! Learn how to create bulleted lists and insert hyperlinks, tables and more. This is a 3-hour, hands-on workshop. Some experience with MS Word preferred.

### **ADVANCED EMAIL D, M, W**

Learn how to effectively email employers. Create an effective subject line. Learn how to attach resumes in the correct format and practice writing/emailing persuasive cover letters. This is a 3-hour workshop. Please bring your email address and password.

### **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.

### **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 - 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 MADE EASY D, M, W**

Designed for the beginner, learn how to use email in a fun, stress-free, friendly environment. Create a job search email address; practice composing and replying to emails. Explore the features of gmail. This is a 3-hour, hands-on workshop. No computer experience is necessary.

### **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.

### **\*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.

### **GOOGLE DOCS MADE EASY D, M, W**

Improve your computer skills and learn how to use Google Docs now – don't be left behind! Learn how to use Google Docs in a fun, stress-free environment. Hands-on practice creating and editing documents. Explore how to share and collaborate documents with multiple people. This is a 3-hour hands-on workshop. Please bring your gmail address and password.

### **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**
- \* = Call 860-848-5200 to register.**

## Workshops/Orientations Continued

### **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.

### **WORD MADE EASY D, M, W**

Designed for the beginner, learn how to create, edit, copy and paste Microsoft Word documents and much more in a fun, stress-free environment. This is a 3-hour, hands-on workshop. No computer experience is necessary.

## 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 FREE Workshop Rewards Card today!**

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