

MON	TUE	WED	THU	FRI
		<p>1 Over 40 &amp; Looking for Work 1:30-4:00 DOL</p> <p>Career Service Information Session 1-4 (All Locations)</p> <p>Career Exploration in Manufacturing 12-2 (HPL)</p>	<p>2 Career Service Information Session 1-4 (All Locations)</p>	<p>3 STYLE 9-11 (Hartford)</p> <p>Access=Ability 1-2:30 (Hartford)</p>
<p>6 Fundamentals of Resume Writing 9-11:30 DOL</p> <p>Interviewing Strategies 1-3:30 DOL</p> <p>Career Exploration in Manufacturing 1:30-3:30 (New Britain)</p>	<p>7 Career Service Information Session 9-12 (Htfd and New Brit)</p>	<p>8 Career Service Information Session 1-4 (All Locations)</p> <p>Job Search Strategies 1:30-4:00 DOL</p>	<p>9 Career Service Information Session 1-4 (All Locations)</p>	<p>10 STYLE 9-11 (Hartford)</p> <p>Mock Interviews 8:45-11:45 DOL</p>
<p>13 Advanced Resume Writing 9-11:30 DOL</p> <p>Over 40 &amp; Looking for Work 1:30-4:00 DOL</p>	<p>14 Career Service Information Session 9-12 (Htfd and New Brit)</p> <p>Career Exploration in Manufacturing 1-3 (Manchester)</p>	<p>15 Career Service Information Session 1-4 (All Locations)</p> <p>LinkedIn 1:30-4:00 DOL</p>	<p>16 Career Service Information Session 1-4 (All Locations)</p>	<p>17 Fundamentals of Resume Writing 9-11:30 DOL</p> <p>STYLE 9-11 (Hartford)</p>
<p>20 Interview Strategies 9-11:30 DOL</p> <p>Career Exploration in Manufacturing 9-11(Htfd )</p> <p>Job Search Strategies 1-3:30 DOL</p>	<p>21 Career Service Information Session 9-12 (Htfd and New Brit)</p>	<p>22 Career Service Information Session 1-4 (All Locations)</p> <p>Mock Interviews 1:15-4:00 DOL</p>	<p>23 Career Service Information Session 1-4 (All Locations)</p>	<p>24 Access=Ability 1:30 (Manchester)</p> <p>STYLE 9-11 (Hartford)</p> <p>Advanced Resume 9-11:30 DOL</p>
<p>27 Over 40 &amp; Looking for Work 9:00-11:30 DOL</p> <p>LinkedIn 1:30-4:00 DOL</p>	<p>28 Career Service Information Session 9-12 (Htfd and New Brit)</p> <p>Career Exploration in Manufacturing 2-4 (Enfield)</p>	<p>29 Career Service Information Session 1-4 (All Locations)</p> <p>Fundamentals of Resume Writing 1:30-4:00 DOL</p>	<p>30 Career Service Information Session 1-4 (All Locations)</p>	<p>31 Interview Strategies 9-11:30 DOL</p>



*A collaboration between the Department of Labor, Capital Workforce Partners, KRA and Career Team*

## Workshop Descriptions

**Career Service Information Session (CSIS):** A presentation and explanation of all services offered by the American Job Center. Lasts approximately 2 hours and includes basic skills assessment. This session is mandatory to attend if a participant is to become involved in the Workforce Innovation and Opportunity Act (WIOA) program.

- *Virtual Career Service Information Session:* An on-site individually viewed video presentation which is an alternative option from 8:00-3:30 to those who cannot attend the scheduled CSIS. Lasts for approximately 30 minutes. Immediately following the video presentation, a basic skills assessment will be scheduled.

**Fundamentals of Resume Writing:** Learn how to write a focused résumé needed to secure job interview and employment offers. Topics including thinking like an employer, strategies for developing essential parts of the résumé, keywords, relevant vs. irrelevant information and formatting.

**Advanced Resume:** Enhance the content of your current resume by fine tuning your summary/profile, keywords, accomplishments and achievements. Information on cover letters will be provided.

**Successful Job Search Strategies:** 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.

**Interviewing Strategies & 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.

**Access=Ability:** is an educational workshop about employment resources for people with disabilities. Walk-ins welcome, CTHires registration is required.

**STYLE:** Provides information about scholarships for training opportunities within the WIOA program. Customers will learn the process for how to apply for a WIOA scholarship. Customer must attend CSIS orientation first.

**Career Exploration in Advanced Manufacturing:** Is a presentation and explanation about starting a career in Advanced Manufacturing.

**Over 40 and Looking for Work:** Discuss challenges and employer expectations. Develop Strategies to combat myths of the “older worker” in the hiring process.

**LinkedIn:** Learn how to set up a professional networking profile that will enable you to build your network and connect/share information.

## **American Job Center Locations in North Central Connecticut:**

**Hartford**, 3580 Main Street. There is also a satellite at Hartford Public Library, 500 Main St.

**New Britain**, 270 Lafayette Street

**Enfield**, 786 Enfield Street (Behind Subway)

**Manchester**, 893 Main Street