

MON	TUE	WED	THU	FRI
	1 Career Service Information Session 9-12 (Htfd and NB)	2 Career Exploration Manufacturing 12-2 (Htfd library) Career Service Information Session 1-4 (All Locations)	3 Career Service Information Session 1-4 (All Locations)	4 Interviewing Strategies 9:15-11:45 (DOL) STYLE 9-11 (Hartford) Access Ability 1:30 (Htfd)
7 Fundamentals of Resume 9:15-11:45 (DOL) Ex-Offender Re-entry 9:30 Successful Job Search Strategies 1:15-3:45 (DOL) Career Exploration in Manufacturing 1:30-3:30(NB)	8 Career Service Information Session 9-12 (Htfd and NB) Career Exploration Manufacturing 1-3 (Manchester)	9 Career Service Information Session 1-4 (All Locations)	10 Career Service Information Session 1-4 (All Locations)	11 Advanced Resume 9:15-11:45 (DOL) STYLE 9-11 (Hartford)
14 Over 40 and Looking for Work 9:15-11:45 (DOL) Mock Interviews 1:15-3:45 (DOL)	15 Career Service Information Session 9-12 (Htfd and NB)	16 Career Service Information Session 1-4 (All Locations)	17 Career Service Information Session 1-4 (All Locations)	18 Linkedin 9:15-11:45 (DOL) STYLE 9-11 (Hartford)
21 Career Exploration Manufacturing 9-11 (Hartford) Interviewing Strategies 9:15-3:45 (DOL) Fundamentals of Resume 1:15-3:45 (DOL)	22 Career Service Information Session 9-12 (Htfd and NB) Career Exploration Manufacturing 2-4 (Enfield)	23 Career Service Information Session 1-4 (All Locations)	24 Career Service Information Session 1-4 (All Locations)	25 STYLE 9-11 (Hartford) DOL Furlough Day
28 HOLIDAY OFFICE CLOSED	29 Career Service Information Session 9-12 (Htfd and NB) Successful Job Search Strategies 9:15-11:45 (DOL)	30 Career Service Information Session 1-4 (All Locations)	31 Career Service Information Session 1-4 (All Locations)	



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.

Mock Interviews: Videotaped mock interview sessions with assistance from Career Specialist

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, 260 Lafayette Street

Enfield, 786 Enfield Street (Behind Subway)

Manchester, 893 Main Street