

FIRST: Focused Intensive Re-Employment Success Training

your career transition path:  
**FIRST helps you hit  
the ground running**



americanjobcenter®

## **your crucial FIRST step:**

FIRST gives you the skills, motivation and confidence you need to get back on track—fast!

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### **FIRST: Focused Intensive Re-Employment Success Training**

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**FIRST** is designed specifically to empower career professionals like you to re-enter the workforce sooner rather than later. Learn what you need to get back to work faster. Our goal is to provide career guidance and re-employment skills that motivate and assist you to achieve your next professional position.

*the FIRST program...helped me  
discover my passion, and  
enabled me to transition into  
the nonprofit sector...*

—STEVE ELSON





## FIRST: practical and effective

Whatever your experience level, industry, personality type or learning style, **FIRST** is a platform built for you to showcase your strengths and your unique value.

Classes start every month.

You can choose to follow the program step-by-step or select only the services you need.

Register now. It's easy. And it's FREE!

*I have passion and transferrable skills – this program is helping me get back to work.*

—ROSA DICKER

## **stand out from the crowd:**

FIRST helps you focus on your unique strengths and passions to succeed.



**one-to-one  
professional  
coaching sessions**



**interactive  
training  
workshops**

## FIRST: step-by-step

Losing a position after years of service is a shock. But you're never alone with **FIRST**. We give you access to the best elements of individual coaching and interactive workshops and combine them with two powerful resources: networking and mentoring among your peers. We believe all great work takes a team. With **FIRST**, you'll have a great team behind you every step of the way.

*FIRST is a Capital Workforces Partners program offered at the American Job Center in Hartford, CT.*

**impact  
networking  
cohorts**



**peer mentoring  
and experience  
sharing**



## FIRST: go from standing still to simply outstanding

Follow the **FIRST** structured action plan step-by-step, or choose only what you need to get a great head start. We can help you with skills assessment, search, networking, social media, presentation and interviewing training, including how to:

- ✓ Define specifically what you want from your next position for a good fit
- ✓ Learn marketing and presentation skills to create a great impression
- ✓ Refine your resume to get employers to call YOU
- ✓ Use LinkedIn and other Social Media to actively promote you 24/7
- ✓ Perfect your elevator speech to take advantage of every opportunity
- ✓ Network your way into the riches of the hidden job market
- ✓ Interview persuasively to clinch the deal
- ✓ Negotiate your way to the best offer

## put your best foot forward:

FIRST helps you figure out where you stand, where you want to go and the steps you need to get there.

# step into the right position:

FIRST gives you custom-fit job search tactics, presentation skills, networking strategies and interview mastery.

## create your next career!

Just email a **FIRST** re-employment coach today:

**Jennifer Fields, LPC, CDWP, CPRW at [jfields.ctwbs@ct.gov](mailto:jfields.ctwbs@ct.gov)**

**Anthony Harrington, Ed. D, MSW, CPRW at [aharrington.ctwbs@ct.gov](mailto:aharrington.ctwbs@ct.gov)**

AMERICAN JOB CENTER · 3580 MAIN STREET · HARTFORD · CT 06120  
LOCATIONS ALSO IN: ENFIELD, MANCHESTER AND NEW BRITAIN



Capital Workforce Partners is a non-profit organization and a partner of the American Job Center and the Connecticut Department of Labor. For more information, please visit [www.capitalworkforce.org](http://www.capitalworkforce.org).