



Hartford CT Works  
 3580 Main Street  
 Hartford, CT 06120  
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 www.ctdol.state.ct.us

# JULY 2009

*Registration is required for these free seminars*

**Opportunity \* Guidance \* Support**

**Workshop Descriptions**

**Small Business Concepts:** Participants must attend both sessions; Part 2 will include presentation by a representative from the Small Business Administration.

- **Résumé Basics:** Participants must attend both session and work with a Certified Professional Resume Writer to create a professional resume.
- **How Professionalism Has Changed:** Learn the 10 P's - make professionalism pay off in the interview!
- **Myers Briggs:** Designed for those changing careers or learning about personality styles and how they impact career choices.
- **Surviving a Layoff:** Learn how to marshal your resources and build a small network of people who can really help.
- **80/20 Career Thinking:** Applies little talked, but tried and true, principles for job search strategies and career thinking.
- **Selling Yourself With Audition:** Learn what business owners and managers are thinking and looking for to help company growth.
- **Making the Web Work for you:** Preparing beginners to conduct an effective on-line job search and to complete on-line applications.
- **Interviewing Techniques:** To acquire basic knowledge that will give you a winning edge over other applicant.
- **Money Matters:** A financial information workshop conducted by a representative from the Hartford Federal Credit Union. The session will cover money managing tips such as credit and how to improve yours, proper debit card use, checking and savings account fees, differences between credit unions and banks, paying off debts, saving for retirement and improving your personal finances.

MON	TUES	WED	THURS	FRI
29 Career Training Orientation 11:30 - 12:45 WIA One-Stop Orientation 10 - 11 Intro to Career Academy 10 - 12 1:00 - 3:00	30	31 Dislocated Worker Orientation 2:00 - 3:00	2 WIA One-Stop Orientation 2:00 - 3:00	3 <b>HOLIDAY</b>
6 <b>FURLOUGH DAY</b> <b>CTWorks will be closed.</b>	7	8 Dislocated Worker Orientation 2 - 3 Small Business Concepts Part 1 (Registration is required for both parts) 1:00 - 4:00	9 WIA One-Stop Orientation 2 - 3 Small Business Concepts Part 2 (Registration is required for both parts) 1:00 - 4:00	10 Job Search Strategies 9:30 - 11:30
13 Career Training Orientation 11:00 - 12:15 WIA One-Stop Orientation 1 - 11 Intro to Career Academy 10 - 12 Money Matters 9:30 - 11:30	14 Resume Basics 9:30 - 11:30	15 Dislocated Worker Orientation 2:00 - 3:00	16 WIA One-Stop Orientation 2:00 - 3:00	17
20 Career Training Orientation 11:00 - 12:15 WIA One-Stop Orientation 10 - 11 Intro to Career Academy 10 - 12	21 Myers Briggs Type Indicator Part 1 (Registration is required for both parts) 9:00 - 12:00	22 Dislocated Worker Orientation 2:00 - 3:00 Myers Briggs Type Indicator Part 2 (Registration is required for both parts) 9:00 - 12:00	23 WIA One-Stop Orientation 2:00 - 3:00 Interviewing Techniques 1:30 - 3:30	24
27 Career Training Orientation 11:00 - 12:15 WIA One-Stop Orientation 10 - 11 Intro to Career Academy 10 - 12 Money Matters 9:30 - 11:30	28 Resume Basics 9:30 - 11:30	29	30	31