

May 2017 Calendar

Workshops, Classes & Events Presented by PRC Staff

PRC Employment Services Program for People Living with HIV or Mental Health Disabilities

	Monday	Tuesday	Wednesday	Thursday	Friday	Sat./Sun
<p>First Step Computer Training</p> <p>Open Lab Training Series in the 9th floor Computer Lab at PRC</p> <p>Skills Assessment Thursday, May 4th 10am-12pm <i>This lab is a chance to use "SkillCheck" testing software to assess your skills in Word, Excel, Outlook, Windows, PowerPoint, or Access.</i></p> <p>Typing Thursday, May 18th 10am-12pm <i>Never learned to type? Or just want to get better? This self-paced class gets you started.</i></p> <p>Word Thursday, May 25th 10am-12pm <i>This lab will introduce the newest version of MS Word and strategies for designing word documents.</i></p> <p>No previous experience with computers is required.</p>	<p>1</p> <p>Resume Building 10am – 12pm</p>	<p>2</p>	<p>3</p> <p>Job Search Lab 10am – 12pm</p>	<p>4</p> <p><i>First Step Skills Assessment</i> 10am-12pm</p>	<p>5</p>	<p>6/7</p>
	<p>8</p> <p>Cover Letters 10am – 12pm</p>	<p>9</p> <p>If only I knew what I wanted to Do 10am – 12pm</p>	<p>10</p> <p>Job Search Lab 10am – 12pm</p>	<p>11</p> <p>Health & Education Resource Fair 10am – 12:30pm SF Library 30 Grove Street</p>	<p>12</p>	<p>13/14</p>
	<p>15</p> <p>Interviewing Skills 10am – 12pm</p>	<p>16</p> <p>Dept. of Rehabilitation 10am-12pm</p>	<p>17</p> <p>Job Search Lab 10am – 12pm</p>	<p>18</p> <p><i>First Step Typing</i> 10am-12pm Employer Spotlight 2pm – 3:30pm</p>	<p>19</p>	<p>20/21</p>
	<p>22</p> <p>Job Search Strategies 10am-12pm</p>	<p>23</p>	<p>24</p> <p>Job Search Lab 10am – 12pm</p>	<p>25</p> <p><i>First Step Word</i> 10am-12pm</p>	<p>26</p> <p>SSDI & SSI Overpayment: 10am – 12am RSVP REQUIRED Alisa Jackson (415) 972-0815</p>	<p>27/28</p>
	<p>29</p> <p>Memorial Day PRC CLOSED</p>	<p>30</p>	<p>31</p> <p>Job Search Lab 10am – 12pm</p>			

PRC has two distinct programs that provide client services: the Benefits Counseling Program (a legal services program) and the Employment Services Program. Each program has separate intake procedures and eligibility criteria. The staff of each program provides expertise within their respective area only. Information provided by the Employment Services Program or PRC generally, including all written materials or communications, is not legal advice.



**Next Step
Computer Skills
Training**

“NextStep” is an 18-day, intensive MicroSoft (MS) Office computer skills training program that includes MS Word, Excel, Outlook, PowerPoint, and Internet software training, and a brief introduction to Access. Training sessions are ongoing, so check with your Employment Specialist or contact Hollis Fleischer at (415) 972-0812.

Title	Event Summary	
Job Search Lab 10:00am (2hrs) Preparing for Employment Wed. May 3 rd , 10 th , 17 th , 24 th , 31 st	This lab workshop, which meets in the computer lab on the 10th floor, is where you can search for job opportunities and fill out online applications.	
Resume Building Preparing for Employment Mon. May 1 st 10:00am – 12:00pm	New to resume writing? Learn the basics of creating a resume, whether it is your first time using a resume or you just haven't updated yours in a while. We will discuss the resume format and assist you with describing and emphasizing your skills and accomplishments.	
Cover Letters Preparing for Employment Mon. May 8 th 10:00am – 12:00pm	This workshop will reveal how to write a great cover letter that will grab an employer's attention. We will supply you with several professionally written cover letter samples.	
“If Only I Knew What I Wanted” Preparing for Employment Tues. May 9 th 10:00am – 12:00pm	This small group workshop includes a pen and paper self-exploration assessment that helps each person to better define their vocational interests and an introduction to options for further vocational research.	
PRC Health and Education Resource Fair Thursday, May 11 th 10:00am – 12:00pm Location: SF Public Library – 30 Grove Street SF.	Health and Education Resource Fair Join us to connect with and learn about local educational, health, and training resources. Open to ALL!	Resources: Over 15 different Resources Questions or Accommodations Contact: Kaitlin Kimmel (415) 972-0837 KaitlinK@positiveresource.org
Interviewing Skills Preparing for Employment Mon. May 15 th 10:00am – 12:00pm	Update your professional interviewing. Learn about questions employers are most likely to ask. We will focus on how to prepare and techniques to overcome your fears.	
Dept. of Rehab. Workshop Preparing for Employment Tue. May 16 th 10:00am – 12:00pm	Learn about what the DOR is, who is eligible, what services are available, and how to most successfully access them. At the end of this workshop, you will be given an opportunity to complete the paperwork to apply DOR services.	
Employer Spotlight Preparing for Employment Thu. May 18 th 2:00pm – 3:30pm	Join us to learn about employment opportunities with a local employer while growing your network and perfecting your unique promise of value statement.	
Job Search Strategies Preparing for Employment Mon. May 22 nd 10:00am – 12:00pm	Learn how to maximize your job search and how to give yourself the best chance of a call back from prospective employers utilizing these easy to apply tips and techniques.	
SSDI & SSI Overpayment Workshop: <u>RSVP is required as space is limited</u> Fri. May 26 th 10:00am – 12:00pm	RSVP with: Alisa Jackson (415) 972-0815, alisaj@positiveresource.org This Workshop is designed for people receiving SSI and/or SSDI who have been assessed an Overpayment. In this workshop you will learn how overpayments occur, best practices so you can avoid costly overpayments, and how to request a waiver and file an overpayment appeal if one occurs. This is a quarterly workshop in partnership with the AIDS Legal Referral Panel.	

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