

August 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, August 3rd 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, August 10th 10am-12pm <i>Never learned to type? Or just want to get better? This self-paced class gets you started</i></p> <p>Intro to Excel Thursday, August 17th 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, August 24th 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>		1	2 Job Search Lab 10am – 12pm	3 First Step Skills Assessment 10am-12pm	4 Financial Literacy Workshop 9am- 12pm OR 1pm- 4pm	5/6
	7 Resume Building 10am – 12pm	8 "If Only I Knew What I Wanted to Do" 10am – 12pm	9 Job Search Lab 10am – 12pm	10 First Step Typing 10am-12pm	11	12/13
	14 Cover Letters 10am – 12pm	15 Dept. of Rehabilitation 10am – 12pm	16 Job Search Lab 10am – 12pm	17 First Step Intro to Excel 10am-12pm Employer Spotlight 2pm- 3pm	18	19/20
	21 Interviewing Skills 10am – 12pm	22	23 Job Search Lab 10am – 12pm	24 First Step Intro to Word 10am-12pm Career Compass 2pm-3pm	25 Working While on SSDI/SSI 10am – 12pm RSVP REQUIRED <i>Alisa Jackson (415) 972-0815</i>	26/27
	28 Job Search Strategies 10am – 12pm	29	30 Job Search Lab 10am – 12pm	31		

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.

August 2017 at PRC Employment Services

785 Market St. 10th Floor, San Francisco, CA 94103 • (415) 777-0333 • <http://www.positiveresource.org>



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 – 12:00pm Preparing for Employment Wed. August 2 nd , 9 th , 16 th , 23 rd , 30 th	<i>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.</i>
Financial Literacy Preparing for Employment Fri. August 4 th 9:00am – 12:00pm OR 1:00pm–4:00pm	<i>Join us for a half day of financial training in areas such as managing debt and saving. Learn your credit score and what it is used for. Learn how to obtain and maintain a credit card, and which one would benefit you the most.</i>
Resume Building Preparing for Employment Mon. August 7 th 10:00am – 12:00pm	<i>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.</i>
“If Only I Knew What I Wanted to Do” Preparing for Employment Tues. August 8 th 10:00am –12:00pm	<i>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.</i>
Cover Letters Preparing for Employment Mon. August 14 th 10:00am –12:00pm	<i>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.</i>
Dept. of Rehab. Workshop Preparing for Employment Tue. August 15 th 10:00am – 12:00pm	<i>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.</i>
Employer Spotlight Preparing for Employment Thu. August 17 th 2:00pm – 3:00pm	<i>Join us to learn about employment opportunities with a local employer while growing your network and perfecting your unique promise of value statement.</i>
Interviewing Skills Preparing for Employment Mon. August 21 st 10:00am – 12:00pm	<i>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.</i>
Career Compass Preparing for Employment Thu. August 24 th 2pm –3pm	<i>Join us each month to hear a guest speaker discuss a specific industry and employment skills that are in high demand. Topics covered will include training, education, certifications and experience needed, as well as working conditions and industry outlook.</i>
SSDI & SSI Overpayment Workshop Fri. August 25 th 10:00am – 12:00pm <u>RSVP is required as space is limited</u>	<i>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. RSVP with: Alisa Jackson (415) 972-0815</i>
Job Search Strategies Preparing for Employment Mon. August 28 th 10:00am – 12:00pm	<i>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.</i>