

June 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, June 1st 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, June 8th 10am-12pm <i>Never learned to type? Or just want to get better? This self-paced class gets you started.</i></p> <p>No previous experience with computers is required.</p> | | | | 1 <i>First Step Skills Assessment</i> 10am-12pm | 2 | 3/4 |
| | 5 Resume Building 10am – 12pm | 6 | 7 Job Search Lab 10am – 12pm | 8 <i>First Step Typing</i> 10am-12pm | 9 | 10/11 |
| | 12 Cover Letters 10am – 12pm | 13 If only I knew what I wanted to Do 10am – 12pm | 14 Job Search Lab 10am – 12pm | 15 Employer Spotlight 2pm – 3:30pm | 16 | 17/18 |
| | 19 | 20 Dept. of Rehabilitation 10am-12pm | 21 Job Search Lab 10am – 12pm | 22 | 23 | 24/25 |
| | 26 | 27 | 28 Job Search Lab 10am – 12pm | 29 | 30 Working While on SSI/SSDI 10am – 12am RSVP REQUIRED <i>Alisa Jackson</i> (415) 972-0815 | |

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. June 7 th , 14 th , 21 st , 28 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> |
| Resume Building Preparing for Employment Mon. June 5 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> |
| Cover Letters Preparing for Employment Mon. June 12 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> |
| “If Only I Knew What I Wanted to Do” Preparing for Employment Tues. June 13 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> |
| Employer Spotlight Preparing for Employment Thu. June 15 th 2:00pm – 3:30pm | <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> |
| Dept. of Rehab. Workshop Preparing for Employment Tue. June 20 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> |
| Working while on SSI/SSDI Workshop <u>RSVP is required as space is limited</u> Fri. June 30 th 10:00am – 12:00pm | <i>This workshop is for people receiving SSI and/or SSDI and working or planning to return to work. Learn about how working affects eligibility to receive disability income, how to avoid costly pitfalls, and what to do if you receive an overpayment.</i> RSVP with: Alisa Jackson (415) 972-0815, alisaj@positiveresource.org |