

September 2017 Calendar

Workshops, Classes & Events Presented by PRC Staff

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

First Step Computer Training

Open Lab Training Series in the 9th floor Computer Lab at PRC

Skills Assessment
Thursday, September 7th
10am-12pm

This lab is a chance to use "SkillCheck" testing software to assess your skills in Word, Excel, Outlook, Windows, PowerPoint, or Access

Typing
Thursday, September 14th
10am-12pm

Never learned to type? Or just want to get better? This self-paced class gets you started

Intro to Excel
Thursday, September 21st
10am-12pm

Never learned to type? Or just want to get better? This self-paced class gets you started

Word
Thursday, September 28th
10am-12pm

This lab will introduce the newest version of MS Word and strategies for designing word documents

No previous experience with computers is required

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
				1	2/3
4 Closed Labor Day	5	6 Job Search Lab 10am – 12pm	7 First Step Skills Assessment 10am-12pm	8	9/10
11 Cover Letters 10am – 12pm	12 "If Only I Knew What I Wanted to Do" 10am – 12pm	13 Job Search Lab 10am – 12pm	14 First Step Typing 10am-12pm	15	16/17
18 Interviewing Skills 10am - 12pm	19 Dept. of Rehabilitation 10am – 12pm	20 Job Search Lab 10am – 12pm HIV & Aging Awareness Day 4-7pm	21 First Step Intro to Excel 10am-12pm Employer Spotlight 2pm- 3pm	22	23/24
25 Job Search Strategies 10am – 12pm	26	27 Job Search Lab 10am – 12pm	28 First Step Intro to Word 10am-12pm	29 Working While on SSDI/SSI 10am – 12pm RSVP REQUIRED Adrianna Mee (415) 972-0875	30

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.

September 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 Tomas Llorenc at (415) 972-0837.

Title	Event Summary
Job Search Lab 10:00am – 12:00pm Preparing for Employment Wed. September 6 th , 13 th , 20 th , 27 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>
Cover Letters Preparing for Employment Mon. September 11 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. September 12 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>
Interviewing Skills Preparing for Employment Mon. September 18 th 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>
Dept. of Rehab. Workshop Preparing for Employment Tue. September 19 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>
HIV & Aging Awareness Day: Celebrating Resilience Wed. September 20 th 4:00pm – 7pm	PRC and the San Francisco AIDS Foundation invite you to attend National HIV/AIDS and Aging Awareness Day, “Celebrating Resilience” Wednesday, September 20 th , 4-7 pm San Francisco AIDS Foundation 1035 Market Street, 4 th Floor RSVP: Montrell Dorsey (415) 972-0832 montrelld@positiveresource.org
Employer Spotlight Preparing for Employment Thu. September 21 st 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>
Job Search Strategies Preparing for Employment Mon. September 25 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>
SSDI & SSI Overpayment Workshop Fri. September 29 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.</i> RSVP: Adrianna Mee (415) 972-0875

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.