



## Chinatown Neighborhood Access point

601 Jackson Street (corner of Kearny & Jackson) | San Francisco, CA 94133 | (415) 677-7500 | Mon – Fri: 9AM to 5PM

### May 2018 Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
	<b>10:00 – 11:00</b> NAP Services Orientation (English/Chinese) <b>2:00 – 3:00</b> Interview Preparation Workshop (English/Chinese)	<b>10:00 – 12:00</b> Hospitality Initiative – Custodial Orientation (English/Chinese) <b>2:00 – 3:00</b> NAP Services Orientation (English/Chinese)	<b>10:00 – 11:00</b> SCSEP (persons aged 55 and older) Orientation (English/Chinese) <b>2:00 – 4:00</b> Interview Preparation Workshop (English/Chinese)	<b>10:00 – 12:00</b> Home Health Aide Orientation (English/Chinese)
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>10:00 – 12:00</b> Hospitality Initiative – Culinary Orientation (English/Chinese)	<b>10:00 – 12:00</b> Resume Basics Workshop (English/Chinese) <b>3:00 – 4:00</b> Job Search Skills Workshop (English/Chinese)	<b>10:00 – 12:00</b> Master Application Workshop (English/Chinese) <b>2:00 – 4:00</b> Hospitality Initiative – Custodial Orientation (English/Chinese)	<b>2:00 – 4:00</b> Mock Interview Workshop (English) <b>**Must attend Interview            Workshop first</b>	<b>2:00 – 4:00</b> Home Health Aide Orientation (English/Chinese)
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>2:00 – 4:00</b> Hospitality Initiative – Culinary Orientation (English/Chinese)	<b>10:00 – 11:00</b> NAP Services Orientation (English/Chinese)	<b>10:00 – 12:00</b> Interview Preparation Workshop (English/Chinese) <b>2:00 – 3:00</b> NAP Services Orientation (English/Chinese)	<b>10:00 – 11:00</b> SCSEP (persons aged 55 and older) Orientation (English/Chinese) <b>2:00 – 4:00</b> Resume Basics Workshop (English/Chinese)	<b>10:00 – 12:00</b> Home Health Aide Orientation (English/Chinese) <b>2:00 – 4:00</b> Master Application Workshop (English/Chinese)
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>10:00 – 12:00</b> Hospitality Initiative – Culinary Orientation (English/Chinese)	<b>10:00 – 11:00</b> Job Search Skills Workshop (English/Chinese) <b>2:00 – 4:00</b> Interview Preparation Workshop (English/Chinese)	<b>10:00 – 12:00</b> Hospitality Initiative – Custodial Orientation (English/Chinese) <b>2:00 – 4:00</b> Resume Basics Workshop (English/Chinese)	<b>10:00 – 12:00</b> Resume Basics Workshop (English/Chinese) <b>2:00 – 3:00</b> Resume Basics Workshop (English/Chinese)	<b>9:00 – 2:00</b> <b>CENTER OPEN</b> <b>2:00 – 5:00</b> <b>CENTER CLOSED FOR STAFF            MEETING</b>
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>1</b>
<b>Center closed in            Observance of Memorial            Day</b>	<b>10:00 – 11:00</b> NAP Services Orientation (English/Chinese) <b>2:00 – 4:00</b> Mock Interview Workshop (English) <b>**Must attend Interview            Workshop first</b>	<b>2:00 – 4:00</b> Hospitality Initiative – Custodial Orientation (English/Chinese)	<b>10:00 – 11:00</b> SCSEP (persons aged 55 and older) Orientation (English/Chinese) <b>3:00 – 4:00</b> Job Search Skills Workshop (English/Chinese)	



## EVENT DESCRIPTION

### **Home Health Aide/Caregiver Orientation (English/Chinese)**

Learn about working as a home health aide, training class content, schedule, and the certification and job search process after completion of training.

### **Hospitality Initiative – Custodial/Culinary Orientation (English/Chinese)**

Orientation provides introduction to hospitality industry, information on sub-sectors, career pathways and occupations, and services offered through this initiative.

### **Interview Preparation Workshop (English/Chinese)**

Learn about effective interview techniques, how to market your skills and work experience, and practice what you learn through other interactive group activities.

### **Job Search Skills Workshop (English/Chinese)**

Learn what it takes to job search successfully and effectively by conducting targeted job search in growing industries.

### **Master Application Workshop (English/Chinese)**

Learn how to complete a standard application for employment. Please bring a detailed employment history or resume, and a list of professional and personal references.

### **Mock Interview Practice Workshop (English)**

Learn and practice interviewing skills through role-play, mock interview, and other interactive group activities.

### **NAP Services Orientation (English/Chinese)**

Learn about services offered at the Chinatown NAP Career Link Center, and other programs offered to the public.

### **Resume Basics Workshop (English/Chinese)**

Learn resume basics and how to create or update your resume. Please bring a detailed employment history or resume. Completion of Master Application workshop recommended.

### **SCSEP (for persons aged 55 and older) Orientation (English/Chinese)**

Senior Community Service Employment Program (SCSEP) provides part-time On-the-Job training/working opportunities in Community Service activities for unemployed, low-income persons aged 55 or older who have poor employment prospects, and assists these older persons in transitioning to unsubsidized employment.