



WorkforceDevelopmentSF

Office of Economic and Workforce Development

Chinatown Neighborhood Access point

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

June 2017 Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
			10:00 – 11:00 SCSEP (persons aged 55 and older) Orientation (English/Chinese) 1:30 – 3:00 Must attend Interview Workshop first Mock Interview Workshop (English)	10:00 – 12:00 Home Health Aide Orientation (English/Chinese)
5	6	7	8	9
10:00 – 12:00 Hospitality Initiative – Custodial Orientation (English/Chinese)	1:00 – 2:00 NAP Services Orientation (English/Chinese)	1:00 – 3:00 Healthcare Academy Orientation (English)	2:00 – 3:00 Resume Basics Workshop (English/Chinese)	9:00 – 2:00 CENTER OPEN 2:00 – 5:00 CENTER CLOSED FOR STAFF MEETING
12	13	14	15	16
2:00 – 4:00 Hospitality Initiative – Custodial Orientation (English/Chinese)	10:00 – 11:00 Master Application Workshop (English/Chinese)	2:00 – 4:00 Hospitality Initiative – Culinary Orientation (English)	10:00 – 11:00 SCSEP (persons aged 55 and older) Orientation (English/Chinese) 1:30 – 3:00 Must attend Interview Workshop first Mock Interview Workshop (English)	10:00 – 12:00 Home Health Aide Orientation (English/Chinese)
19	20	21	22	23
10:00 – 12:00 Hospitality Initiative – Custodial Orientation (English/Chinese)	1:00 – 2:00 Interview Preparation Workshop (English/Chinese) 3:00 – 4:00 Job Search Skills Workshop (English/Chinese)	10:00 – 12:00 Hospitality Initiative – Culinary Orientation (English)	2:00 – 3:00 Resume Basics Workshop (English/Chinese)	9:00 – 2:00 CENTER OPEN 2:00 – 5:00 CENTER CLOSED FOR STAFF MEETING
26	27	28	29	30
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SEE BACK OF CALENDAR FOR EVENT DESCRIPTIONS

PLEASE CALL TO RESERVE YOUR SPACE AT WORKSHOPS & TRAININGS



EVENT DESCRIPTION

HealthCare Academy Orientation (English)

Orientation provides training tracks and career options, employment opportunities, minimum qualifications and the application & enrollment process.

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.