



Workforce Development SF

Office of Economic and Workforce Development

Visitation Valley Neighborhood Access Point

1099 Sunnydale Ave. 2nd Floor | (415) 239-8705 | Mon-Fri: 9:00am to 5:00pm

April 2019

Monday	Tuesday	Wednesday	Thursday	Friday
1 10:00-11:00 WIA Orientation/ Access Point Orientation (Cantonese/ Mandarin)	2 10:00-12:00 Resume Writing and Cover Letter Workshop 1:00-3:00 Drop In Hours Career Advisor	3 9:00-10:00 WIA Orientation/ Access Point Orientation (English) 10:00-12:00 Job Search Skills Workshop	4 10:00-12:00 Interview Skills Workshop (English) 1:00-3:00 Drop In Hours Career Advisor	5 9:30-10:30 WIA Orientation/ Access Point Orientation (Spanish) 12:00-5:00 Office Closed
8 10:00-11:00 WIA Orientation/ Access Point Orientation (Cantonese/ Mandarin) 10:-2:30 UCSF Excel Orientation	9 10:00-12:00 Resume Writing and Cover Letter Workshop 1:00-3:00 Drop In Hours Career Advisor	10 9:00-10:00 WIA Orientation/ Access Point Orientation (English) 10:00-12:00 Job Search Skills Workshop 10:00 SSP America Hiring Event	11 10:00-12:00 Interview Skills Workshop (English) 10:00-12:00 Manpower Orientation 1:00-3:00 Drop In Hours Career Advisor	12 9:30-10:30 WIA Orientation/ Access Point Orientation (Spanish) 12:00-5:00 Office Closed
15 10:00-11:00 WIA Orientation/ Access Point Orientation (Cantonese/ Mandarin)	16 10:00-12:00 Resume Writing and Cover Letter Workshop 1:00-3:00 Drop In Hours Career Advisor	17 9:00-10:00 WIA Orientation/ Access Point Orientation (English) 10:00-12:00 Job Search Skills Workshop 10:00 Prime Flight Hiring Event	18 10:00-12:00 Interview Skills Workshop (English) 1:00-3:00 Drop In Hours Career Advisor	19 9:30-10:30 WIA Orientation/ Access Point Orientation (Spanish) 12:00-5:00 Office Closed
22 10:00-11:00 WIA Orientation/ Access Point Orientation (Cantonese/ Mandarin)	23 10:00-12:00 Resume Writing and Cover Letter Workshop 1:00-3:00 Drop In Hours Career Advisor	24 9:00-10:00 WIA Orientation/ Access Point Orientation (English) 9:00-10:00 Clean Slate Program 10:00-12:00 Job Search Skills Workshop	25 10:00-12:00 Interview Skills Workshop (English) 1:00-3:00 Drop In Hours Career Advisor	26 9:30-10:30 WIA Orientation/ Access Point Orientation (Spanish) 12:00-5:00 Office Closed
29 10:00-11:00 WIA Orientation/ Access Point Orientation (Cantonese/ Mandarin)	30 10:00-12:00 Resume Writing and Cover Letter Workshop 10:00-12:00 Health Care Orientation 1:00-3:00 Drop In Hours Career Advisor			

SEE BACK OF CALENDAR FOR DESCRIPTIONS

PLEASE CALL TO RESERVE YOUR SPACE AT WORKSHOPS & TRAININGS

EVENT DESCRIPTIONS

Access Point Orientation (English/Chinese/Spanish):

Clients who are new to the Access Point participate in a group orientation in their native language. Learn about services at the Visitacion Valley Neighborhood Access Point as well as other programs/referrals offered to the public.

- Access Point Orientations are available on an individual basis every day during operating hours.

Clean Slate Program:

The Clean Slate Program was created to assist those who have been convicted of any crimes and dismiss convictions. Clean Slate is a program of the San Francisco Public Defender's Office.

Health Care Orientation:

The HealthCare Academy offers opportunities for training for a wide range of occupations.

Interview Skills Workshop:

Learn the concepts and strategies of preparing for a job interview and you'll learn how to organize your thoughts, present yourself as a strong candidate, soften negative events in your work history, and answer difficult questions.

Job Search Skills Workshop:

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

Manpower Orientation:

Manpower can make your job search stress-free. We work with thousands of respected candidates every day, making us your inside connection to the job you want. Whether it's temporary or permanent positions. We promote your skills to find great opportunities for you.

Prime Flight Hiring Event:

Prime Flight is looking to hire in the following positions:

Baggage Handler/ Wheelchair Assistant and Fueller. 18 years of age, reliable transportation and Eligible to work in the United States

Resume Writing and Cover Letter Workshop:

Learn the mechanics of resume and cover letter writing and let us help you identify what to include on your resume, also how to make it stand out.

SSP America Hiring Event:

SSP America is looking for candidates to fit the positions such as:

Cook, Snack Bar Attendant and Utility Associate. 6 months experience working in retail or food service environment is essential.

High school diploma preferred. Verbal and written communication is essential. Must be able to read, speak, and understand the English language in order to communicate with guests and receive instructions.

UCSF Excel Orientation:

UCSF Excel Internship Program are looking for candidates who are highly motivated to participate in a clerical/administrative training program aimed at providing the skills necessary to gain entry level employment in the field, are strongly encouraged to apply. Must be a San Francisco resident **18 years or older**.

Workforce Investment Act (WIA) Orientation:

How the Workforce Investment Act can assist low-income, dislocated and unemployed workers with training and jobs services.



WorkforceDevelopmentSF

Office of Economic and Workforce Development