



# Workforce Development SF

Office of Economic and Workforce Development

## Visitacion Valley Neighborhood Access Point

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

### July 2019

Monday	Tuesday	Wednesday	Thursday	Friday
<b>1</b> <b>10:00-11:00</b> WIA Orientation/ Access Point Orientation <b>(Cantonese/ Mandarin)</b>	<b>2</b> <b>10:00-12:00</b> Resume Writing and Cover Letter Workshop	<b>3</b> <b>9:00-10:00</b> WIA Orientation/ Access Point Orientation <b>(English)</b> <b>10:00-12:00</b> Job Search Skills Workshop	<b>Office Closed</b>	<b>Office Closed</b>
<b>8</b> <b>10:00-11:00</b> WIA Orientation/ Access Point Orientation <b>(Cantonese/ Mandarin)</b>	<b>9</b> <b>10:00-12:00</b> Resume Writing and Cover Letter Workshop	<b>10</b> <b>9:00-10:00</b> WIA Orientation/ Access Point Orientation <b>(English)</b> <b>10:00-12:00</b> Job Search Skills Workshop <b>11:00-1:00</b> SFO Pre-screening Goodwill	<b>11</b> <b>9:00-12:00</b> SFO Grand Hyatt Hiring Event <b>10:00-12:00</b> Interview Skills Workshop <b>(English)</b> <b>10:00-12:00</b> Manpower Orientation <b>9:00-12:00</b> Drop In Hours Career Advisor	<b>12</b> <b>9:30-10:30</b> WIA Orientation/ Access Point Orientation <b>(Spanish)</b> <b>12:00-5:00 Office Closed</b>
<b>15</b> <b>10:00-11:00</b> WIA Orientation/ Access Point Orientation <b>(Cantonese/ Mandarin)</b>	<b>16</b> <b>10:00-12:00</b> Resume Writing and Cover Letter Workshop <b>10:00-12:00</b> HealthCare Academy	<b>17</b> <b>9:00-10:00</b> WIA Orientation/ Access Point Orientation <b>(English)</b> <b>10:00-12:00</b> Job Search Skills Workshop	<b>18</b> <b>10:00-12:00</b> Interview Skills Workshop <b>(English)</b> <b>9:00-12:00</b> Drop In Hours Career Advisor	<b>19</b> <b>9:30-10:30</b> WIA Orientation/ Access Point Orientation <b>(Spanish)</b> <b>12:00-5:00 Office Closed</b>
<b>22</b> <b>10:00-11:00</b> WIA Orientation/ Access Point Orientation <b>(Cantonese/ Mandarin)</b>	<b>23</b> <b>10:00-12:00</b> Resume Writing and Cover Letter Workshop	<b>24</b> <b>9:00-10:00</b> WIA Orientation/ Access Point Orientation <b>(English)</b> <b>9:00-10:00</b> Clean Slate Program <b>10:00-12:00</b> Job Search Skills Workshop	<b>25</b> <b>10:00-12:00</b> Interview Skills Workshop <b>(English)</b> <b>9:00-12:00</b> Drop In Hours Career Advisor	<b>26</b> <b>9:30-10:30</b> WIA Orientation/ Access Point Orientation <b>(Spanish)</b> <b>12:00-5:00 Office Closed</b>
<b>29</b> <b>10:00-11:00</b> WIA Orientation/ Access Point Orientation <b>(Cantonese/ Mandarin)</b>	<b>30</b> <b>10:00-12:00</b> Resume Writing and Cover Letter Workshop	<b>31</b> <b>9:00-10:00</b> WIA Orientation/ Access Point Orientation <b>(English)</b> <b>10:00-12:00</b> Job Search Skills Workshop		

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.

### **HealthCare Academy:**

Provides information on training tracks, career options, employment opportunities, minimum qualifications, and the application and enrollment process.

### **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.

### **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.

### **SFO Pre-Screening:**

VVNAP is the OEWD Business Services Coordinator for SFO. This means that brand new positions come directly to us. Attend our pre-screening to see what it takes to work at SFO and find out what positions are available. Pay is extremely competitive!

### **Workforce Investment Act (WIA) Orientation:**

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



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