

## Visitacion Valley Neighborhood Access Point

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

### September 2018

Monday	Tuesday	Wednesday	Thursday	Friday
<b>3</b>  <b>Holiday</b>	<b>4</b>  <b>10:00-12:00</b> Resume Writing and Cover Letter Workshop <b>10:00</b> Virgin Hotel Hiring Pre-Screening Event <b>1:00-3:00</b> Drop In Hours Career Advisor	<b>5</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>6</b>  <b>10:00-12:00</b> Interview Skills Workshop <b>(English)</b> <b>1:00-3:00</b> Drop In Hours Career Advisor +	<b>7</b>  <b>9:30-10:30</b> WIA Orientation/ Access Point Orientation <b>(Spanish)</b> <b>12:00-5:00</b> Office Closed
<b>10</b>  <b>10:00-11:00</b> WIA Orientation/ Access Point Orientation <b>(Cantonese/ Mandarin)</b>	<b>11</b>  <b>10:00-12:00</b> Resume Writing and Cover Letter Workshop <b>1:00-3:00</b> Drop In Hours Career Advisor	<b>12</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>13</b>  <b>10:00-12:00</b> Interview Skills Workshop <b>(English)</b> <b>10:00-12:00</b> Manpower Orientation <b>1:00-3:00</b> Drop In Hours Career Advisor	<b>14</b>  <b>9:30-10:30</b> WIA Orientation/ Access Point Orientation <b>(Spanish)</b> <b>12:00-5:00</b> Office Closed
<b>17</b>  <b>10:00-11:00</b> WIA Orientation/ Access Point Orientation <b>(Cantonese/ Mandarin)</b>	<b>18</b>  <b>10:00-12:00</b> Resume Writing and Cover Letter Workshop <b>1:00-3:00</b> Drop In Hours Career Advisor	<b>19</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>20</b>  <b>10:00-12:00</b> Interview Skills Workshop <b>(English)</b> <b>10:00-12:00</b> Child Support Workshop <b>1:00-3:00</b> Drop In Hours Career Advisor	<b>21</b>  <b>9:30-10:30</b> WIA Orientation/ Access Point Orientation <b>(Spanish)</b> <b>12:00-5:00</b> Office Closed
<b>24</b>  <b>10:00-11:00</b> WIA Orientation/ Access Point Orientation <b>(Cantonese/ Mandarin)</b>	<b>25</b>  <b>10:00-12:00</b> Resume Writing and Cover Letter Workshop <b>1:00-3:00</b> Drop In Hours Career Advisor	<b>26</b>  <b>9:00-10:00</b> WIA Orientation/ Access Point Orientation <b>(English)</b> <b>9:00</b> Clean Slate Program <b>10:00-12:00</b> Job Search Skills Workshop	<b>27</b>  <b>10:00-12:00</b> Interview Skills Workshop <b>(English)</b> <b>1:00-3:00</b> Drop In Hours Career Advisor	<b>28</b>  <b>9:30-10:30</b> WIA Orientation/ Access Point Orientation <b>(Spanish)</b> <b>12:00-5:00</b> Office Closed

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..

### **Child Support Workshop:**

The Department of Child Support Services will provide you with the resources that you may need to resolve child support issues, such as: resolving Driver's License issues, assistance with past-due support, etc.

### **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.

### **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.

### **Virgin Hotel Pre-Screening Event:**

Looking for a career at one of the most exciting and innovation hospitality brands in the world? Be a part of the new Virgin Hotels in San Francisco. Attend the pre-screening event to be eligible for a face to face interview.

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

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