



Workforce Development SF

Office of Economic and Workforce Development

Visitacion Valley Neighborhood Access Point

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

February 2019

Monday	Tuesday	Wednesday	Thursday	Friday
				1 9:30-10:30 WIA Orientation/ Access Point Orientation (Spanish) 12:00-5:00 Office Closed
4 10:00-11:00 WIA Orientation/ Access Point Orientation (Cantonese/ Mandarin)	5 10:00-12:00 Resume Writing and Cover Letter Workshop 1:00-3:00 Drop In Hours Career Advisor	6 9:00-10:00 WIA Orientation/ Access Point Orientation (English) 10:00-12:00 Job Search Skills Workshop	7 10:00-12:00 Interview Skills Workshop (English) 11:00-12:00 Manpower Orientation 1:00-3:00 Drop In Hours Career Advisor	8 9:30-10:30 WIA Orientation/ Access Point Orientation (Spanish) 12:00-5:00 Office Closed
11 10:00-11:00 WIA Orientation/ Access Point Orientation (Cantonese/ Mandarin)	12 10:00-12:00 Resume Writing and Cover Letter Workshop 1:00-3:00 Drop In Hours Career Advisor	13 9:00-10:00 WIA Orientation/ Access Point Orientation (English) 10:00-12:00 Job Search Skills Workshop	14 10:00-12:00 Interview Skills Workshop (English) 1:00-3:00 Drop In Hours Career Advisor	15 9:30-10:30 WIA Orientation/ Access Point Orientation (Spanish) 12:00-5:00 Office Closed
18 10:00-11:00 WIA Orientation/ Access Point Orientation (Cantonese/ Mandarin)	19 10:00-12:00 Resume Writing and Cover Letter Workshop 1:00-3:00 Drop In Hours Career Advisor	20 9:00-10:00 WIA Orientation/ Access Point Orientation (English) 10:00-12:00 Job Search Skills Workshop	21 10:00-12:00 Interview Skills Workshop (English) 1:00-3:00 Drop In Hours Career Advisor	22 9:30-10:30 WIA Orientation/ Access Point Orientation (Spanish) 12:00-5:00 Office Closed
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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.

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.

Workforce Investment Act (WIA) Orientation:

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