

CALENDAR

JULY 2010

Employment Services Program for People Living With HIV or Mental Health Disabilities


785 Market St., 10th Floor, San Francisco, CA 94103 • (415) 777-0333 • <http://www.positiveresource.org>




Computer Classes: July Schedule

In July, PRC will present single-day computer classes for registered Employment Services clients. For more information about classes, or to register for a class, please call Computer Training Coordinator Brian Whitford at (415) 972-0805. To view PRC's Computer Training Program Calendar, visit: <http://www.positiveresource.org>.

NextStep 48 Applications Now Available

NextStep is a six-week intensive MS Office 2003 computer-training program that includes MS Word, Excel, Outlook, and internet software training, as well as an introduction to MS PowerPoint and Access. NextStep #48 will run July 7 through August 20, 2010. The application deadline is Wednesday, June 30, 2010 at 5:00 p.m. Applications are available in the 10th floor reception area or in the 9th floor conference room. You can get more information by calling Brian at (415) 972-0805.

<p>Mon., July 5</p>	<p><i>PRC will be closed for the July 4th Holiday</i></p>
<p>Wed., July 7 10am-11:30am</p>	<p>Researching Careers: Informational Interviewing <i>Presented by PRC's Employment Specialists</i> Are you weighing your career options? If you have a couple of ideas but are unsure which path to follow, it could mean that you need more information. Join us to learn how informational interviewing can help you to discover the realities of your dream, or practical, job.</p>
<p>Mon., July 12 10am-noon</p>	<p> Preparing for Employment: Resume Basics <i>Presented by PRC's Employment Specialists</i> New to resume writing? Learn the basics of creating a resume, whether it is your first time using a resume or you just haven't needed to create one in a while. We will discuss the resume format and assist you with describing and emphasizing your skills and accomplishments.</p>
<p>Mon., July 12 2pm-3pm</p>	<p>Credit and Debt <i>Presented by the AIDS Legal Referral Panel</i> An ALRP attorney will provide an overview of credit and debt concerns facing disabled individuals, including the pros and cons of several options for responding to creditor harassment.</p>
<p>Mon., July 12 3pm-4pm</p>	<p>Housing and Tenants' Rights <i>Presented by the AIDS Legal Referral Panel</i> An ALRP attorney will provide an overview of fair housing laws for disabled tenants, focusing on how to request reasonable accommodations in housing.</p>

<p>Wed., July 14 10am-noon</p>	 <p>Preparing for Employment: <i>Advanced Resumes</i> <i>Presented by PRC's Employment Specialists</i></p> <p>If you already have a resume but want to improve or update it, or if you have already completed the Resume Basics workshop, then this is the workshop for you. We will focus on the content of the resume and go more in-depth into the different resume formats and the different sections resumes can include.</p>
<p>Thurs., July 15 10am-11:30am</p>	<p>Resume Lab (Drop In) <i>Presented by PRC's Employment Specialists</i></p> <p>Are you working on your resume? Do you have questions about formatting? Have you attended the Resume workshop but need further assistance? An Employment Specialist will be available in the 10th Floor Computer Room for one-on-one assistance for your resume and cover letter questions.</p>
<p>Mon., July 19 10am-noon</p>	 <p>Preparing for Employment: <i>Cover Letters</i> <i>Presented by PRC's Employment Specialists</i></p> <p>This workshop will reveal how to write a great cover letter that will grab an employer's attention. We will supply you with several professionally written cover letter samples in easy to use formats.</p>
<p>Tues., July 20 10am-11:30am</p>	<p>Department of Rehabilitation Workshop for the HIV+ and Mental Health Communities <i>Presented by PRC's Employment Specialists</i></p> <p>Learn about what the DOR is, who is eligible, what services are available, and how to most successfully access them. At the end of this workshop, you will be given an opportunity to complete the paperwork necessary to apply for DoR services.</p>
<p>Tues., July 20 1:30pm-3:30pm</p>	<p>"If Only I Knew What I Wanted to Do" <i>Presented by Julie Salzman, MS, NCC, PRC Vocational Counselor</i></p> <p>This small group workshop includes a pen and paper self-exploration assessment that helps each person to better define their vocational interests and an introduction to options for further vocational research. Each participant will leave with a new understanding about how to talk about their interests and skills, plus a list of helpful resources.</p>
<p>Wed., July 21 10am-11:30am</p>	<p>Job Club: Developing Your Personal Brand in the Workplace <i>Presented by PRC's Employment Specialists</i></p> <p>You are more than just your job title. Join us as we explore ideas to improve your professional image, increase your effectiveness and visibility. Create your own "brand" in the workplace!</p>
<p>Mon., July 26 10am-noon</p>	 <p>Preparing for Employment: <i>Interviewing Basics</i> <i>Presented by PRC's Employment Specialists</i></p> <p>Learn the basics of professional interviewing, and what questions employers are most likely to ask. We will focus on preparing for interviews, as well as techniques to overcome your fears.</p>
<p>Tues., July 27 10am-11:30am</p>	<p>Career Counseling Drop-In <i>Presented by Julie Salzman, MS, NCC, PRC Vocational Counselor</i></p> <p>Do you have an idea for a career but don't know what to do next? Do you get lost on the Internet during career exploration? Bring your questions about career search, research, and exploration to the computer lab to have them answered. This is open to all active PRC Employment Services clients and will be handled on a on a drop-in basis. Located in the Computer Lab.</p>
<p>Wed., July 28 10am-noon</p>	 <p>Preparing for Employment: <i>Advanced Interviewing</i> <i>Presented by PRC's Employment Specialists</i></p> <p>If you are comfortable with interviewing basics and are ready to go more in-depth, this workshop will allow you to learn more advanced techniques. You will learn how to answer tough "behavioral" interview questions, as well as how to monitor your body language during interviews. You will also have the opportunity to practice your interview skills with your fellow workshop participants.</p>