











NextStep 59 Applications Now Available

NextStep is an 18-day intensive MS Office computer-training program that includes MS Word, Excel, Outlook, PowerPoint, and Internet software training, as well as an introduction to Access. NextStep 59 will run from February 1 through 27, 2012. The application deadline is Tuesday, January 31 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 Whitford at (415) 972-0805.

<p>Mon., Jan. 9 10am – noon</p>	 <p>Preparing for Employment: Resumes <i>Presented by PRC's Employment Specialists</i></p> <p>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>Thurs., Jan. 12 10am – noon</p>	 <p>Preparing for Employment: Cover Letters <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>Thurs., Jan. 12 2pm – 3:30pm</p>	 <p>Computer Class in Lab: Software Skills Assessment <i>Presented by PRC's Computer Training Coordinator, Brian Whitford</i></p> <p>This lab is a chance to use "SkillCheck" testing software to assess your skills in Word, Excel, Outlook, Windows, PowerPoint, or Access. Detailed printouts of results included.</p>
<p>Mon., Jan. 16</p>	<p>AGENCY CLOSED FOR MARTIN LUTHER KING, JR. HOLIDAY</p>
<p>Tues., Jan. 17 10am – 11:30am</p>	 <p>Dept. 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>Thurs., Jan. 19 10am – 11:30am</p>	<p> Computer Class in Lab: <i>Typing</i> <i>Presented by PRC's Computer Training Coordinator, Brian Whitford</i></p> <p>Never learned to type? Or just want to get better? This self-paced class in the Computer Lab gets you started and then you can continue on your own during any Open Lab hours. (Any hours, Mon-Fri, 9:00 am - 5:00 pm, when the classes are NOT scheduled) No previous experience with computers is required.</p>
<p>Thurs., Jan. 19 2pm – 3:30pm</p>	<p> Preparing for Employment: <i>Informational Interviewing</i> <i>Presented by PRC's Employment Specialists</i></p> <p>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., Jan. 23 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., Jan. 24 2pm – 4pm</p>	<p> Computer Class in Lab: <i>Introduction to Word</i> <i>Presented by PRC's Computer Training Coordinator, Brian Whitford</i></p> <p>Learn how Word allows you to create, edit and format documents, such as reports, memos, or letters that contain text, tables, and graphics. Create error-free copy with spell checker, AutoCorrect, and many other powerful features.</p>
<p>Thurs., Jan. 26 2pm – 4pm</p>	<p> Computer Class in Lab: <i>Introduction to Excel</i> <i>Presented by PRC's Computer Training Coordinator, Brian Whitford</i></p> <p>This powerful spreadsheet software program will be a valuable addition to your skillset. Learn your way around rows and columns of cells to perform calculations rapidly and accurately. Perform what-if analysis with built-in formulas, or functions. Create and format charts that automatically update</p>
<p>Mon., Jan. 30 10am – noon</p>	<p> Preparing for Employment: <i>Job Searching</i> <i>Presented by PRC's Employment Specialists</i></p> <p>Where are the employers and how do I find openings in my chosen career? Join us as we explore the many different approaches to locating employers and potential jobs.</p>