

All SCEA workshops welcome
People with Disabilities.
Additional accommodations are
available. Please ask about our
PWD facilities and assistive
technologies.



JUNE 2018

To sign up for workshops call:
416-396-8100, 416-396-8101

Monday	Tuesday	Wednesday	Thursday	Friday
DAILY SELF-DIRECTED JOB SEARCH & KENEXA PROVEIT MS OFFICE SKILLS TESTING	DAILY SELF-DIRECTED JOB SEARCH & KENEXA PROVEIT MS OFFICE SKILLS TESTING	DAILY SELF-DIRECTED JOB SEARCH & KENEXA PROVEIT MS OFFICE SKILLS TESTING	DAILY SELF-DIRECTED JOB SEARCH & KENEXA PROVEIT MS OFFICE SKILLS TESTING	INTERVIEW PRACTICE (by appointment) 9AM - 12PM
4 RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM	5 MS WORD FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM GETTING THE NEW CPA ACCOUNTING DESIGNATION A Presentation by CPA Canada 10AM-12PM	6 MS WORD FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM	7 NEXT-STEPS EMPLOYMENT ADVISOR (by appointment) 9AM – 4PM	8 INTERVIEW PRACTICE (by appointment) 9AM - 12PM
11 RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM	12 SCEA MINI CAREER & JOB FAIR 11AM-2PM  Register online at https://goo.gl/forms/CT6XrV8VNcchZxrC2	13 MS EXCEL FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM	14 MS EXCEL FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM	15 INTERVIEW PRACTICE (by appointment) 9AM - 12PM
18 RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM	19 MS WORD FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM	20 MS WORD FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM	21 PROBLEM SOLVING AS A JOB SEARCH TOOL (Presented by Spinal Cord Injury Ontario) 1-4PM	22 INTERVIEW PRACTICE (by appointment) 9AM - 12PM
25 RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM	26 MS EXCEL FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM	27 MS EXCEL FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM	28 MS POWERPOINT PRESENTATIONS 9AM – 2:30PM (INTRO TO OUTLOOK) 2:45PM – 4PM	29 INTERVIEW PRACTICE (by appointment) 9AM - 12PM

Scarborough Centre for Employment Accessibility
3495 Lawrence Avenue East, Unit 203 (New Location)
(Cedarbrae Mall, 2nd Floor – Upper Level Parking)
Email: scea@tdsb.on.ca • Website: www.AccessibleERC.com
416-396-8100 | 416-396-8101

Operated by



Ontario

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TdsbCommunityServices

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Scarborough Centre for Employment Accessibility

3495 Lawrence Avenue East, Unit 203, Cedarbrae Mall -2nd Floor
Toronto, Ontario M1H 1B3 – **New Location**
Tel: (416) 396-8100 • Fax: (416) 396-8099

WORKSHOP DESCRIPTIONS

* Please note that space is limited. Please sign up in advance by calling 416-396-8100 or 416-396-8101

SPECIAL PRESENTATIONS

June 5 - Getting the New CPA Accounting Designation: Learn about the new designation as efforts continue to unite Canada's accounting profession under the CPA banner.

June 7 - NEXT-STEPS Employment Advisor by Appointment: *Must bring SIN Card, Government Issued piece of ID and Resume* Meet with an Employment Advisor to learn about eligibility for retraining and employment incentive programs.

June 12 - SCEA Mini Job Fair: Location: 3495 Lawrence Avenue East, Unit 203, from 11AM-2PM (*Please Register Online at <https://goo.gl/forms/CT6XrV8VNccHZxrC2> or Call 416 396 8100***) *ASL Interpreters are available with advance notice.***

June 21 - Problem Solving as a Job Search Tool - Presented by Spinal Cord Injury Ontario: Learn the tools required for problem solving.

EMPLOYMENT SKILLS WORKSHOPS

June 1, 8, 15, 22&29 - Interview Practice: Here is your opportunity to practice your interview skills in a safe environment. You will receive constructive feedback to help improve your skills.

June 4, 11, 18, & 25 - Resume Reviews & Job Coaching: Meet one-on-one with an expert to have your resume reviewed for improvements. **Bring your resume and a job description for a position you are interested in pursuing.**

COMPUTER SKILLS WORKSHOPS

June 5&6; 19&20 - MS Word for Your Job Search (Parts 1-4): *Must have computer skills using MS Word** Learn to create documents, like resumes and covering letters.

June 13&14; 26&27 - Using MS Excel to Organize Your Job Search (Parts 1-4): * *Must have computer skills using MS Word** Learn how to create and use spreadsheets as a tool to stay organized.

June 28 - Creating a PowerPoint Presentation: * *Must have computer skills using MS Word.* This introductory tutorial will review the basics of creating a presentation in preparation for a job interview.

June 28 - Introduction to Outlook: * *Must have computer skills using MS Word.* This workshop demonstrates Outlook to help manage your time and keep organized with calendars, contacts and email.

****SCEA offers the following accessible devices and software for use: Dragon Naturally Speaking; ZoomText; SARA CE Scanning/Reading Appliance Camera, Sonocent Audio NoteTaker ****

SCEA has Kenexa Provelt Testing, which is a skills testing and pre-employment assessment tool. It is used to determine a candidate's skill level in areas of office; software; call centre; industrial; and technical skills.