

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



# JANUARY 2019

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

Monday	Tuesday	Wednesday	Thursday	Friday
DAILY IBM KENEXA MS OFFICE TUTORIALS/TESTINGS, PRE-EMPLOYMENT ASSESSMENT TOOLS & SELF-DIRECTED JOB SEARCH	1 <b>SCEA IS CLOSED</b> <i>Happy New Year</i>	2 DAILY IBM KENEXA MS OFFICE TUTORIALS/TESTINGS, PRE-EMPLOYMENT ASSESSMENT TOOLS & SELF-DIRECTED JOB SEARCH	3 DAILY IBM KENEXA MS OFFICE TUTORIALS/TESTINGS, PRE-EMPLOYMENT ASSESSMENT TOOLS & SELF-DIRECTED JOB SEARCH	4 INTERVIEW PRACTICE (by appointment) 9AM - 12PM
7 RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM	8 MS WORD FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM	9 MS WORD FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM	10 NEXT-STEPS EMPLOYMENT ADVISOR (by appointment) 9AM – 4PM	11 INTERVIEW PRACTICE (by appointment) 9AM - 12PM
14 RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM  UNIVERSITY OF TORONTO RECRUITMENT INFORMATION SESSION (UTemp short term staffing employment opportunities) 10AM-12PM Please call to register 416 396 8100/8101	15 MS EXCEL FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM	16 MS EXCEL FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM	17 IDENTITY THEFT INFORMATION SESSION Presented by Consolidated Credit Canada 1-3PM	18 INTERVIEW PRACTICE (by appointment) 9AM - 12PM
21 MS WORD FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM  RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM	22 MS WORD FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM	23 DAILY IBM KENEXA MS OFFICE TUTORIALS/TESTINGS, PRE-EMPLOYMENT ASSESSMENT TOOLS & SELF-DIRECTED JOB SEARCH	24 DAILY IBM KENEXA MS OFFICE TUTORIALS/TESTINGS, PRE-EMPLOYMENT ASSESSMENT TOOLS & SELF-DIRECTED JOB SEARCH	25 INTERVIEW PRACTICE (by appointment) 9AM - 12PM
28 RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM	29 MS EXCEL FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM	30 MS EXCEL FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM	31 MS POWERPOINT PRESENTATIONS 9AM – 2:30PM (INTRO TO OUTLOOK) 2:45PM – 4PM	DAILY IBM KENEXA MS OFFICE TUTORIALS/TESTINGS, PRE-EMPLOYMENT ASSESSMENT TOOLS & SELF-DIRECTED JOB SEARCH

**Scarborough Centre for Employment Accessibility**  
 3495 Lawrence Avenue East, Unit 203  
 (Cedarbrae Mall, 2<sup>nd</sup> Floor – Upper Level Parking)  
 Email: [scea@tdsb.on.ca](mailto:scea@tdsb.on.ca) • Website: [www.AccessibleERC.com](http://www.AccessibleERC.com)  
 416-396-8100 | 416-396-8101

Operated by



**Ontario**

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## Scarborough Centre for Employment Accessibility

3495 Lawrence Avenue East, Unit 203, Cedarbrae Mall -2<sup>nd</sup> Floor

Toronto, Ontario M1H 1B3

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

**January 10 – 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.

**January 14 – University of Toronto Information Session:** Are you interested in working at the University of Toronto? Recruiters will be discussing the recruitment process and answering questions about applying for jobs with the University. You will also learn about UTemp (University of Toronto short term staffing employment opportunities available)

**January 17 - Identity Theft Information Session:** presented by Consolidated Credit – Learn how to protect your credit information from getting into the wrong hands.

#### EMPLOYMENT SKILLS WORKSHOPS

**January 4, 11, 18 & 25 - 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.

**January 7, 14, 21 & 28 - 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

**January 8&9; 21&22 - 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.

**January 15&16; 29&30 - 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.

**January 31 - 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.

**January 31 - 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, etc.**