|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Available everyday: Online MS Office tutorials/testing & pre-employment assessment tools.** [**Register**](https://forms.gle/C1SqrHxr4TgSMAn28) | | | | | |
| **MONDAY** | **TUESDAY** | **WEDNESDAY** | | **THURSDAY** | **FRIDAY** |
| 2  CIVIC MONDAY | **3**  ONLINE MS EXCEL FOR YOUR JOB SEARCH  PART 1: 11AM-12:30PM  PART 2: 1-2:30PM  (Instructor Led)  [REGISTER](https://forms.gle/C1SqrHxr4TgSMAn28) | **4**  CPA ONTARIO INFORMATION SESSION  [**REGISTER**](https://forms.gle/C1SqrHxr4TgSMAn28) | | **5**  **RESUME & COVER LETTER REVIEWS & UPDATES**  [REGISTER](https://forms.gle/C1SqrHxr4TgSMAn28) | **6**  ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION  (Instructor Led)  [REGISTER](https://forms.gle/C1SqrHxr4TgSMAn28) |
| **9**  ONLINE MS WORD FOR YOUR JOB SEARCH  PART 1: 11AM-12:30PM  PART 2: 1-2:30PM  (Instructor Led)  [**REGISTER**](https://forms.gle/C1SqrHxr4TgSMAn28) | **10**  ONLINE MS EXCEL FOR YOUR JOB SEARCH  PART 1: 11AM-12:30PM  PART 2: 1-2:30PM  (Instructor Led)  [REGISTER](https://forms.gle/C1SqrHxr4TgSMAn28) | **11**  **INTERVIEW PRACTICE WORKSHOP (NEW)** (Instructor Led)  10-11:30AM  [REGISTER](https://forms.gle/C1SqrHxr4TgSMAn28)  HAIRSTYLING APPRENTICESHIP Information Session  **10-11AM** | | **12**  **RESUME & COVER LETTER REVIEWS & UPDATES**  [REGISTER](https://forms.gle/C1SqrHxr4TgSMAn28)  SCHOOL BUS DRIVERS HIRING EVENT (Presented by National Passenger Services)  10 – 11 AM  [REGISTER](https://forms.gle/C1SqrHxr4TgSMAn28) | **13**  ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION  (Instructor Led)  [REGISTER](https://forms.gle/C1SqrHxr4TgSMAn28)  NEXT-STEPS EMPLOYMENT  ADVISOR  (by appointment)  [REGISTER](https://forms.gle/C1SqrHxr4TgSMAn28) |
| **16**  ONLINE MS WORD FOR YOUR JOB SEARCH  PART 1: 11AM-12:30PM  PART 2: 1-2:30PM  (Instructor Led)  [**REGISTER**](https://forms.gle/C1SqrHxr4TgSMAn28) | **17**  ONLINE MS EXCEL FOR YOUR JOB SEARCH  PART 1: 11AM-12:30PM  PART 2: 1-2:30PM  (Instructor Led)  [**REGISTER**](https://forms.gle/C1SqrHxr4TgSMAn28) | **18**  LINKEDIN FOR YOUR JOB SEARCH (NEW)  (Must have LinkedIn Account)  PART 1: 11AM-12:30PM  PART 2: 1-2:30PM  (Instructor Led)  [**REGISTER**](https://forms.gle/C1SqrHxr4TgSMAn28) | | **19**  **RESUME & COVER LETTER REVIEWS & UPDATES**  [REGISTER](https://forms.gle/C1SqrHxr4TgSMAn28)  MS POWERPOINT PRESENTATION  10AM-12PM  [**REGISTER**](https://forms.gle/C1SqrHxr4TgSMAn28) | **20**  ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION  (Instructor Led)  [REGISTER](https://forms.gle/C1SqrHxr4TgSMAn28) |
| **23**  ONLINE MS WORD FOR YOUR JOB SEARCH  (Parts 3&4)  PART 3: 11AM-12:30PM  PART 4: 1-2:30PM  (Instructor Led)  [**REGISTER**](https://forms.gle/C1SqrHxr4TgSMAn28) | **24**  ONLINE MS EXCEL FOR YOUR JOB SEARCH  PART 3: 11AM-12:30PM  PART 4: 1-2:30PM  (Instructor Led)  [REGISTER](https://forms.gle/C1SqrHxr4TgSMAn28) | **25**  ONLINE MS EXCEL FOR YOUR JOB SEARCH NEW  (Advance PivotTables /Charts & Dashboard)  PART 1: 11AM-12:30PM  PART 2: 1-2:30PM  (Instructor Led)  [REGISTER](https://forms.gle/C1SqrHxr4TgSMAn28) | | **26**  **RESUME & COVER LETTER REVIEWS & UPDATES**  [REGISTER](https://forms.gle/C1SqrHxr4TgSMAn28)  **HOSPITALITY CAREER PATHWAY INFO SESSION**  10-11AM | **27**  ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION  (Instructor Led)  [REGISTER](https://forms.gle/C1SqrHxr4TgSMAn28) |
| **30**  ONLINE MS WORD FOR YOUR JOB SEARCH  PART 1: 11AM-12:30PM  PART 2: 1-2:30PM  (Instructor Led)  [**REGISTER**](https://forms.gle/C1SqrHxr4TgSMAn28) | **31**  ONLINE MS EXCEL FOR YOUR JOB SEARCH  PART 1: 11AM-12:30PM  PART 2: 1-2:30PM  (Instructor Led)  [**REGISTER**](https://forms.gle/C1SqrHxr4TgSMAn28) |  | |  |  |
| **EVENTS ARE FREE. REGISTRATION REQUIRED.** Scarborough Centre for Employment Accessibility 3495 Lawrence Ave East, Unit 203  Cedarbrae Mall, 2nd Floor – Upper Level Parking 416-396-8100 | 416-396-8101 | [scea@tdsb.on.ca](mailto:scea@tdsb.on.ca)  A social networking site that allows you to connect and share with friends and family. [@TDSBCommunityServices](https://www.facebook.com/TdsbCommunityServices/) A socia media site that allows people to connect and share their thoughts on a big platform. [@TDSB\_CS](https://twitter.com/TDSB_CS) A photo-sharing application and social network platform. [@tdsb\_cs](https://www.instagram.com/tdsb_cs/) | | | **[QR code for Google Form](https://docs.google.com/forms/d/e/1FAIpQLSdDnb4yrizrcy0CXXeqFQuIV1rUDP7pyGFPngXtlofvugo0Eg/viewform)**  **To SIGN-UP, CALL:  416-396-8100 or 416-396-8101 or scan/click QR code** | | |

SPECIAL EVENTS:

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

**MS Excel (Advance – (Pivot Tables, Charts and Dashboards):** An edge to qualify for some of today’s top job opportunities.

**LinkedIn for your Job Search: \*Must have a LinkedIn Account\*** Learn how to improve your LinkedIn profile and navigate for job/career search.

**Hospitality Career Pathway Information Session:** FREE 8-Week Online Training Program. Residents of Ontario including newcomers, Ontario Works, and Persons with Disabilities.

REMINDER:

**SCEA offers SHL TalentCentral Testing, which is a portfolio of over 1,000 Behavioral and Skills Assessments offering solutions in both Selection (pre-hire) and Developmental (post-hire) needs and are content validated to measure specific skills or knowledge. These solutions are available for many different job levels and industries in given domains which include:**

1. **Software & Technical:** .NET Framework, Programming, Computer Languages, Adobe: Acrobat/ ColdFusion/ Dreamweaver/ Flash/ Illustrator/ InDesign/ Photoshop, MS Office: Word, Excel, Access, PowerPoint, Outlook)
2. **Administrative/Clerical**: Accounting Terminology, Accounts Payable and Receivable, QuickBooks, ADP Payroll, Advanced Auditing, Bookkeeping, Arithmetic, Office Math Skills, Office Skills, Data Entry, Typing, Reading, Writing, Languages, Logistics
3. **Financial**: Analyst/Management, Credit Management, Budget Management, Banking, Teller, Insurance
4. **Call Centre**: Inbound, Outbound Sales Skills, Collections, Customer Service Surveys
5. **Healthcare**: Occupational Therapy, Pharmaceutical; Dental Assistant, Medical Terminology, Medical Assistant, Nursing
6. **Industrial**: AutoCAD, Injection Moulding, Basic Industrial Blueprint Reading, Auto Mechanic, Plumbing, Electrical, HVAC, Carpentry
7. **Legal**: Assistant, Litigation, Paralegal, Filing
8. **Tutorials**: MS Office 2003 – 2016

EMPLOYMENT OPPORTUNITIES:

* [**https://www.on.jobbank.gc.ca/findajob**](https://www.on.jobbank.gc.ca/findajob)
* [**https://www.jobbank.gc.ca/jobsearch/jobposting/34756955?source=searchresults**](https://www.jobbank.gc.ca/jobsearch/jobposting/34756955?source=searchresults)
* [**https://ca.indeed.com/viewjob?cmp=Adventure-Drives&t=Event+Coordinator&jk=495c843dfe2ef2a2&q=Start+November&vjs=3**](https://ca.indeed.com/viewjob?cmp=Adventure-Drives&t=Event+Coordinator&jk=495c843dfe2ef2a2&q=Start+November&vjs=3)
* [**https://www.jobbank.gc.ca/jobsearch/jobposting/34756946?source=searchresults**](https://www.jobbank.gc.ca/jobsearch/jobposting/34756946?source=searchresults)
* [**https://ca.indeed.com/viewjob?jk=eaccf4f3d48a4113&tk=1falftglrsa8s800&from=serp&vjs=3**](https://ca.indeed.com/viewjob?jk=eaccf4f3d48a4113&tk=1falftglrsa8s800&from=serp&vjs=3)
* [**https://charityvillage.com/jobs/part-time-personal-support-worker-in-toronto-ontario-ca/**](https://charityvillage.com/jobs/part-time-personal-support-worker-in-toronto-ontario-ca/)

COMMUNITY PARTNERS EVENTS:

TTC and The Toronto Public Library are working together to provide complimentary PRESTO Cards to people who do not yet have one or may face challenges purchasing one. For more information, please visit tpl.ca/presto or call 416 397 5981.