




WORKSHOPS CALENDAR: DECEMBER 2024

Available everyday: Online MS Office tutorials/testing & pre-employment assessment tools. [Register](#)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>2</p> <p>IN PERSON MS WORD FOR YOUR JOB SEARCH</p> <p>9 AM - 3 PM (Instructor Led) REGISTER</p>	<p>3</p> <p>IN PERSON MS EXCEL FOR YOUR JOB SEARCH</p> <p>9 AM - 3 PM (Instructor Led) REGISTER</p>	<p>4</p> <p>IN PERSON COMPUTER FUNDAMENTALS Intro to Email & Resume communication 9 AM - 12 PM (Instructor Led) REGISTER</p> <p>ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION (By Newcomer Services) REGISTER</p>	<p>5</p> <p>IN PERSON RESUME WORKSHOP & REVIEW 10 AM - 3 PM (Instructor Led) REGISTER</p>	<p>6</p> <p>CPA ONTARIO INFORMATION SESSION REGISTER</p> <p>NEXT-STEPS EMPLOYMENT ADVISOR (By appointment) REGISTER</p>
<p>9</p> <p>(ONLINE) BOOST YOUR JOB SEARCH USING SOCIAL MEDIA 10 AM - 1 PM (Instructor Led) REGISTER</p>	<p>10</p> <p>ONLINE WORKERS HEALTH & SAFETY AWARE IN 4 STEPS WITH CERTIFICATE REGISTER</p>	<p>11</p> <p>(ONLINE) MS EXCEL FOR YOUR JOB SEARCH Pivot Tables /Charts & Dashboard PART 1: 11 AM-12:30 PM PART 2: 1-2:30 PM (Instructor Led) REGISTER</p>	<p>12</p> <p>INPERSON RESUME WORKSHOP & REVIEW 10 AM - 3 PM (Instructor Led) REGISTER</p>	<p>13</p> <p>(ONLINE) INTERVIEW PRACTICE WORKSHOP 12 PM - 3 PM (Instructor Led) REGISTER</p>
<p>16</p> <p>(ONLINE) MS WORD FOR YOUR JOB SEARCH 11AM - 2:30 PM (Instructor Led) REGISTER</p>	<p>17</p> <p>(ONLINE) MS EXCEL FOR YOUR JOB SEARCH 11AM - 2:30 PM (Instructor Led) REGISTER</p>	<p>18</p> <p>(ONLINE) LINKEDIN FOR YOUR JOB SEARCH PART 1: 11 AM-12:30 PM PART 2: 1-2:30 PM (Instructor Led) REGISTER</p>	<p>19</p> <p>IN PERSON RESUME WORKSHOP & REVIEW 10 AM - 3 PM (Instructor Led) REGISTER</p>	<p>20</p> <p>IN PERSON INTERVIEW PRACTICE WORKSHOP 12 PM - 3 PM (Instructor Led) REGISTER</p>
<p>23</p> <p>ONLINE ACCESSIBILITY FOR ONTARIANS WITH DISABILITY (AODA) TRAINING REGISTER</p>	<p>24</p> <p>ONLINE WHMIS WORKPLACE HAZARDOUS MATERIAL INFORMATION SYSTEM - CERTIFICATE VERSION REGISTER</p>	<p>25</p> <p>SCEA IS CLOSED FOR HOLIDAYS</p>	<p>26</p> <p>SCEA IS CLOSED FOR HOLIDAYS</p>	<p>27</p> <p>SCEA IS CLOSED FOR HOLIDAYS</p>
<p>30</p> <p>CPA ONTARIO INFORMATION SESSION REGISTER</p>	<p>31</p> <p>SHL ONLINE MS-OFFICE TUTORIALS & ASSESSMENTS (Details on Second page) REGISTER</p>			

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
 [@TDSBCommunityServices](https://www.facebook.com/TDSBCommunityServices)
 [@TDSB_CS](https://twitter.com/TDSB_CS)
 [@tdsb_cs](https://www.instagram.com/tdsb_cs)

To SIGN-UP, CALL:
416-396-8100 or
416-396-8101 or scan
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. [REGISTER](#)

NEXT-STEPS Employment Pre-Recorded Employment Ready Videos: Each video will give you tips and tools to navigate the world of work, such as, how to deal with difficult people; Accomplishment Statements Examples; How to Convey Skills/Accomplishments/Achievements; Cover Letter Mistakes - [REGISTER](#)

Register for Links to Free Training:

- Certificate Version - Workers Health & Safety Awareness in 4 Steps: [REGISTER](#)
- Certificate Version – Workplace Hazard Material Information System (WHMIS) Training: [REGISTER](#)
- Certificate Version - AODA Training: [REGISTER](#)

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 the following. [REGISTER](#)

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>

TRANSPORTATION SUPPORT FOR NEW CLIENTS:

- Please speak with SCEA staff when you come in to attend in-person workshops.