



WORKSHOPS CALENDAR: SEPTEMBER 2024

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 LABOUR DAY SCEA CLOSED	3 (In Person) COMPUTER FUNDAMENTALS (Intro to Computers Email) (Instructor Led) 9AM-12PM REGISTER	4 (ONLINE) WORKERS HEALTH & SAFETY AWARE IN 4 STEPS WITH CERTIFICATE REGISTER	5 ONLINE ACCESSIBILITY FOR ONTARIANS WITH DISABILITY (AODA) TRAINING REGISTER	6 CPA ONTARIO INFORMATION SESSION REGISTER
9 ONLINE MS WORD FOR YOUR JOB SEARCH Level 2 11AM-12:30PM 1-2:30PM (Instructor Led) REGISTER	10 ONLINE MS EXCEL FOR YOUR JOB SEARCH Level 2 11AM-12:30PM 1-2:30PM (Instructor Led) REGISTER	11 (ONLINE) MS POWERPOINT PRESENTATION WORKSHOP 10AM-12PM REGISTER	12 RESUME & COVER LETTER REVIEWS & UPDATES REGISTER ONLINE ACCESSIBILITY FOR ONTARIANS WITH DISABILITY (AODA) TRAINING REGISTER	13 NEXT-STEPS EMPLOYMENT ADVISOR (By appointment) REGISTER ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION (Sessions by Newcomer SUVs. - Instructor Led) REGISTER
16 (In Person) MS WORD FOR YOUR JOB SEARCH LEVEL 1 9:AM-4PM (Instructor Led) REGISTER	17 (In Person) MS WORD FOR YOUR JOB SEARCH LEVEL 2 9:AM-4PM (Instructor Led) REGISTER	18 (ONLINE) MS EXCEL FOR YOUR JOB SEARCH (Advance PivotTables /Charts & Dashboard) PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) REGISTER	19 RESUME & COVER LETTER REVIEWS & UPDATES REGISTER (ONLINE) LINKEDIN FOR YOUR JOB SEARCH PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) REGISTER	20 NEXT-STEPS EMPLOYMENT ADVISOR (By appointment) REGISTER
23 (In Person) MS EXCEL FOR YOUR JOB SEARCH LEVEL 1 9:AM-4PM (Instructor Led) REGISTER	24 (In Person) MS EXCEL FOR YOUR JOB SEARCH LEVEL 2 9:AM-4PM (Instructor Led) REGISTER	25 ONLINE ACCESSIBILITY FOR ONTARIANS WITH DISABILITY (AODA) TRAINING REGISTER	26 RESUME & COVER LETTER REVIEWS & UPDATES REGISTER	27 INTERVIEW PRACTICE WORKSHOP (Instructor Led) 12-1:30PM REGISTER NEXT-STEPS EMPLOYMENT ADVISOR (By appointment) REGISTER
30 ONLINE MS WORD FOR YOUR JOB SEARCH Level 1 11AM-12:30PM 1-2:30PM (Instructor Led) REGISTER				

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

[f @TDSBCommunityServices](#) [t @TDSB_CS](#) [i @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](#)

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>