

WORKSHOPS CALENDAR: JANUARY 2025

Available until January 14: Online MS Office tutorials/testing & pre-employment assessment tools. Register

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 SCEA OFFICE IS CLOSED For NEW YEARS DAY	2 SHL ONLINE MS-OFFICE TUTORIALS & ASSESSMENTS (Details on Second page) REGISTER	3 SHL ONLINE MS-OFFICE TUTORIALS & ASSESSMENTS (Details on Second page) REGISTER
6 SHL ONLINE MS-OFFICE TUTORIALS & ASSESSMENTS (Details on Second page) REGISTER	7 INPERSON RESUME WORKSHOP & REVIEW 9 AM – 3 PM (Instructor Led) REGISTER	8 ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION (By Newcomer Services) REGISTER	9 ONLINE WORKERS HEALTH & SAFETY AWARE IN 4 STEPS WITH CERTIFICATE REGISTER	10 CPA ONTARIO INFORMATION SESSION REGISTER
13 IN PERSON COMPUTER FUNDAMENTALS & MS WORD FOR YOUR JOB SEARCH 9 AM - 4 PM (Instructor Led) REGISTER	14 IN PERSON INTERVIEW PRACTICE WORKSHOP 9 AM – 3 PM (Instructor Led) REGISTER	15 (ONLINE) LINKEDIN FOR YOUR JOB SEARCH PART 1: 11 AM-12:30 PM PART 2: 1-2:30 PM (Instructor Led) REGISTER	16 ONLINE WHMIS WORKPLACE HAZARDOUS MATERIAL INFORMATION SYSTEM – CERTIFICATE VERSION REGISTER	17 NEXT-STEPS EMPLOYMENT SUCCESS COACH (By appointment) REGISTER
20 (ONLINE) LIBRARY INFO SESSION JOB-SEARCH TOOLS USING TPL RESOURCES 1:30 PM – 2:45 PM (TPL Staff Led) REGISTER	21 IN PERSON MS EXCEL FOR YOUR JOB SEARCH 9 AM - 3 PM (Instructor Led) REGISTER	22 (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	23 ONLINE ACCESSIBILITY FOR ONTARIANS WITH DISABILITY (AODA) TRAINING REGISTER	24 NEXT-STEPS EMPLOYMENT SUCCESS COACH (By appointment) REGISTER
27 IN PERSON RESUME WORKSHOP & REVIEW 10 AM - 3 PM (Instructor Led) REGISTER	28 IN PERSON INTERVIEW PRACTICE WORKSHOP 10 PM – 3 PM (Instructor Led) REGISTER	29 ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION (By Newcomer Services) REGISTER	30 CPA ONTARIO INFORMATION SESSION REGISTER	31 NEXT-STEPS EMPLOYMENT SUCCESS COACH (By appointment) REGISTER

FREE WORKSHOPS. 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](#)

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. **Available only until January 14, 2025** [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.