

WORKSHOPS CALENDAR: JULY 2023

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 SCEA CLOSED	4	5 CPA ONTARIO INFORMATION SESSION REGISTER	6 RESUME & COVER LETTER REVIEWS & UPDATES REGISTER	7 NEXT-STEPS EMPLOYMENT ADVISOR (By appointment) REGISTER
10 ONLINE MS WORD FOR YOUR JOB SEARCH (Parts 3 & 4) PART 3: 11AM-12:30PM PART 4: 1-2:30PM (Instructor Led) REGISTER	11 ONLINE MS EXCEL FOR YOUR JOB SEARCH (Parts 3 & 4) PART 3: 11AM-12:30PM PART 4: 1-2:30PM (Instructor Led) REGISTER	12 MS POWERPOINT PRESENTATION 10AM-12PM REGISTER	13 RESUME & COVER LETTER REVIEWS & UPDATES REGISTER ZOOM HOW-TO FOR JOB SEARCH WORKSHOP 10-11:30AM REGISTER	14 ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION (Sessions by Newcomer Svs. - Instructor Led) REGISTER
17 ONLINE MS WORD FOR YOUR JOB SEARCH (Parts 1 & 2) PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) REGISTER	18 ONLINE MS EXCEL FOR YOUR JOB SEARCH (Parts 1 & 2) PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) REGISTER	19 LINKEDIN FOR YOUR JOB SEARCH PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) REGISTER	20 RESUME & COVER LETTER REVIEWS & UPDATES REGISTER INTERVIEW PRACTICE WORKSHOP (Instructor Led) 10-11:30AM REGISTER	21 NEXT-STEPS EMPLOYMENT ADVISOR (By appointment) REGISTER
24 ONLINE MS WORD FOR YOUR JOB SEARCH (Parts 3 & 4) PART 3: 11AM-12:30PM PART 4: 1-2:30PM (Instructor Led) REGISTER	25 ONLINE MS EXCEL FOR YOUR JOB SEARCH (Parts 3 & 4) PART 3: 11AM-12:30PM PART 4: 1-2:30PM (Instructor Led) REGISTER	26 ONLINE MS EXCEL FOR YOUR JOB SEARCH (Advance PivotTables /Charts & Dashboard) PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) REGISTER	27 RESUME & COVER LETTER REVIEWS & UPDATES REGISTER	28 ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION (Sessions by Newcomer Svs. - Instructor Led) REGISTER
31 ONLINE MS WORD FOR YOUR JOB SEARCH (Parts 1 & 2) PART 1: 11AM-12:30PM PART 2: 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

 [@TDSBCommunityServices](#)  [@TDSB_CS](#)  [@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.

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

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>