

## WORKSHOPS CALENDAR: JULY 2024

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1  <b>CANADA DAY</b> <b>SCEA CLOSED</b>	2 <b>ONLINE WORKERS HEALTH &amp; SAFETY AWARE IN 4 STEPS WITH CERTIFICATE</b> <a href="#">REGISTER</a>	3 <b>ONLINE ACCESSIBILITY FOR ONTARIANS WITH DISABILITY (AODA) TRAINING</b> <a href="#">REGISTER</a>	4 <b>RESUME &amp; COVER LETTER REVIEWS &amp; UPDATES</b> <a href="#">REGISTER</a>  <b>ONLINE WORKPLACE HAZARD MATERIAL INFORMATION SYSTEM (WHMIS) TRAINING</b> <a href="#">REGISTER</a>	5 <b>CPA ONTARIO INFORMATION SESSION</b> <a href="#">REGISTER</a>
8 <b>ONLINE MS WORD FOR YOUR JOB SEARCH (Parts 3 &amp; 4)</b> PART 3: 11AM-12:30PM PART 4: 1-2:30PM (Instructor Led) <a href="#">REGISTER</a>	9 <b>ONLINE MS EXCEL FOR YOUR JOB SEARCH (Parts 3 &amp; 4)</b> PART 3: 11AM-12:30PM PART 4: 1-2:30PM (Instructor Led) <a href="#">REGISTER</a>	10 <b>(In Person) COMPUTER FUNDAMENTALS (Intro to Computers Email) (Instructor Led)</b> 9AM-12PM <a href="#">REGISTER</a>  <b>ONLINE WORKERS HEALTH &amp; SAFETY AWARE IN 4 STEPS WITH CERTIFICATE</b> <a href="#">REGISTER</a>	11 <b>RESUME &amp; COVER LETTER REVIEWS &amp; UPDATES</b> <a href="#">REGISTER</a>  <b>ONLINE ACCESSIBILITY FOR ONTARIANS WITH DISABILITY (AODA) TRAINING</b> <a href="#">REGISTER</a>	12 <b>NEXT-STEPS EMPLOYMENT ADVISOR</b> (By appointment) <a href="#">REGISTER</a>  <b>ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION</b> (Sessions by Newcomer Svs. - Instructor Led) <a href="#">REGISTER</a>
15 <b>(In Person) MS WORD FOR YOUR JOB SEARCH</b>  <b>LEVEL 1</b> 9:AM-4PM (Instructor Led) <a href="#">REGISTER</a>	16 <b>(In Person) MS WORD FOR YOUR JOB SEARCH</b>  <b>LEVEL 2</b> 9:AM-4PM (Instructor Led) <a href="#">REGISTER</a>	17 <b>MS POWERPOINT PRESENTATION WORKSHOP</b> 10AM-12PM <a href="#">REGISTER</a>	18 <b>RESUME &amp; COVER LETTER REVIEWS &amp; UPDATES</b> <a href="#">REGISTER</a>  <b>CPA ONTARIO INFORMATION SESSION</b> <a href="#">REGISTER</a>	19 <b>NEXT-STEPS EMPLOYMENT ADVISOR</b> (By appointment) <a href="#">REGISTER</a>
22 <b>(In Person) MS EXCEL FOR YOUR JOB SEARCH</b>  <b>LEVEL 1</b> 9:AM-4PM (Instructor Led) <a href="#">REGISTER</a>	23 <b>(In Person) MS EXCEL FOR YOUR JOB SEARCH</b>  <b>LEVEL 2</b> 9:AM-4PM (Instructor Led) <a href="#">REGISTER</a>	24 <b>ONLINE MS EXCEL FOR YOUR JOB SEARCH</b> (Advance PivotTables /Charts & Dashboard) PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) <a href="#">REGISTER</a>	25 <b>RESUME &amp; COVER LETTER REVIEWS &amp; UPDATES</b> <a href="#">REGISTER</a>  <b>LINKEDIN FOR YOUR JOB SEARCH</b> PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) <a href="#">REGISTER</a>	26 <b>NEXT-STEPS EMPLOYMENT ADVISOR</b> (By appointment) <a href="#">REGISTER</a>
29 <b>ONLINE MS WORD FOR YOUR JOB SEARCH</b> <b>LEVEL 1</b> PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) <a href="#">REGISTER</a>	30 <b>ONLINE MS EXCEL FOR YOUR JOB SEARCH</b> <b>LEVEL 1</b> PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) <a href="#">REGISTER</a>	31 <b>INTERVIEW PRACTICE WORKSHOP</b> (Instructor Led) 10AM-11:30AM <a href="#">REGISTER</a>		

**EVENTS ARE FREE. REGISTRATION REQUIRED.**

Scarborough Centre for Employment Accessibility

3495 Lawrence Ave East, Unit 203

Cedarbrae Mall, 2<sup>nd</sup> Floor – Upper Level Parking

416-396-8100 | 416-396-8101 | [scea@tdsb.on.ca](mailto: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>