




WORKSHOPS CALENDAR: NOVEMBER 2024

Available everyday: Online MS Office tutorials/testing & pre-employment assessment tools. z

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|---|---|---|--|
| | | | | <p>1 CPA ONTARIO INFORMATION SESSION REGISTER</p> <p>ONLINE WORKERS HEALTH & SAFETY AWARE IN 4 STEPS WITH CERTIFICATE REGISTER</p> |
| <p>4 ONLINE LOW-COST COMPUTERS OR LAPTOPS INFORMATION SESSION 11 AM -12 PM (Presented by RCT) REGISTER</p> | <p>5 IN PERSON COMPUTER FUNDAMENTALS Intro to Email & Resume communication 9 AM – 12 PM (Instructor Led) REGISTER</p> | <p>6 ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION (By Newcomer Services) REGISTER</p> | <p>7 IN PERSON RESUME WORKSHOP & REVIEW 10 AM - 3 PM (Instructor Led) REGISTER</p> | <p>8 NEXT-STEPS EMPLOYMENT ADVISOR (By appointment) REGISTER</p> |
| <p>11 IN PERSON MS WORD FOR YOUR JOB SEARCH 9 AM - 3 PM (Instructor Led) REGISTER</p> | <p>12 IN PERSON MS EXCEL FOR YOUR JOB SEARCH 9 AM - 3 PM (Instructor Led) REGISTER</p> | <p>13 (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>14 IN PERSON RESUME WORKSHOP & REVIEW 10 AM - 3 PM (Instructor Led) REGISTER</p> | <p>15 IN PERSON INTERVIEW PRACTICE WORKSHOP 12 PM – 3 PM (Instructor Led) REGISTER</p> |
| <p>18 ONLINE LIBRARY INFO SESSION JOB-SEARCH TOOLS USING TPL RESOURCES 1.30 PM – 2.30 PM (TPL Staff Led) REGISTER</p> | <p>19 ONLINE ACCESSIBILITY FOR ONTARIANS WITH DISABILITY (AODA) TRAINING REGISTER</p> | <p>20 (ONLINE) LINKEDIN FOR YOUR JOB SEARCH PART 1: 11 AM-12:30 PM PART 2: 1-2:30 PM (Instructor Led) REGISTER</p> | <p>21 IN PERSON RESUME WORKSHOP & REVIEW 10 AM - 3 PM (Instructor Led) REGISTER</p> | <p>22 NEXT-STEPS EMPLOYMENT ADVISOR (By appointment) REGISTER</p> |
| <p>25 ONLINE MS WORD FOR YOUR JOB SEARCH 11AM - 2:30 PM (Instructor Led) REGISTER</p> | <p>26 ONLINE MS EXCEL FOR YOUR JOB SEARCH 11AM - 2:30 PM (Instructor Led) REGISTER</p> | <p>27 ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION (By Newcomer Services) REGISTER</p> | <p>28 ONLINE WHMIS WORKPLACE HAZARDOUS MATERIAL INFORMATION SYSTEM – CERTIFICATE VERSION REGISTER</p> | <p>29 SHL ONLINE MS-OFFICE TUTORIALS & ASSESSMENTS (Details on Second page) REGISTER</p> |

EVENTS ARE FREE. REGISTRATION REQUIRED.

3495 Lawrence Ave East, Unit 203,
 Cedarbrae Mall, 2nd Floor – Upper Level Parking
 Available Monday–Friday – 8:30AM–4:30PM | scea@tdsb.on.ca
 [@TDSBCommunityServices](https://www.facebook.com/TDSBCommunityServices)  [@TDSB_CS](https://www.whatsapp.com/channel/00299a61111111111111)  [@tdsb_cs](https://www.instagram.com/tdsb_cs)

To SIGN-UP, CALL:
 416-396-8100 or
 416-396-8101 or
 scan/click QR 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](#)

LOW-COST COMPUTERS & LAPTOPS - presented by Renewed Computer Technology (RCT): Learn the process of qualifying to purchase computers and laptops. [REGISTER](#)

JOB-SEARCH TOOLS USING TPL RESOURCES- presented by Toronto Public Library (TPL): Learn about Free Job Search Tools and Resources by using your TPL Card. [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.