




## WORKSHOPS CALENDAR: OCTOBER 2024

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 <b>IN PERSON COMPUTER FUNDAMENTALS</b> Intro to Email & Resume communication 9 AM – 12 PM (Instructor Led)	2 <b>ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION</b> (By Newcomer Services) (Instructor Led)	3 <b>ONLINE CPA ONTARIO INFORMATION SESSION</b>  <b>SHL ONLINE MS-OFFICE TUTORIALS &amp; ASSESSMENTS</b> (Details on Second page)	4 <b>ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION</b> (By Newcomer Services) (Instructor Led)
7 <b>IN PERSON MS WORD FOR YOUR JOB SEARCH</b>  9 AM - 3 PM (Instructor Led)	8 <b>IN PERSON MS EXCEL FOR YOUR JOB SEARCH</b>  9 AM - 3 PM (Instructor Led)	9 <b>ONLINE ACCESSIBILITY FOR ONTARIANS WITH DISABILITY (AODA) TRAINING</b>	10 <b>IN PERSON RESUME WORKSHOP &amp; REVIEW</b>  10 AM - 3 PM (Instructor Led)	11 <b>NEXT-STEPS EMPLOYMENT ADVISOR</b>  (By appointment)
14 <b>THANKSGIVING DAY</b> <b>SCEA OFFICE IS CLOSED</b>	15 <b>ONLINE WHMIS WORKPLACE HAZARDOUS MATERIAL INFORMATION SYSTEM – CERTIFICATE VERSION</b>	16 <b>(ONLINE) MS EXCEL FOR YOUR JOB SEARCH</b> Pivot Tables /Charts & Dashboard PART 1: 11 AM-12:30 PM PART 2: 1-2:30 PM (Instructor Led)	17 <b>(ONLINE) WORKERS HEALTH &amp; SAFETY AWARE IN 4 STEPS WITH CERTIFICATE</b>	18 <b>IN PERSON INTERVIEW PRACTICE WORKSHOP</b>  12 PM – 3 PM (Instructor Led)
21 <b>ONLINE CPA ONTARIO INFORMATION SESSION</b>  <b>SHL ONLINE MS-OFFICE TUTORIALS &amp; ASSESSMENTS</b> (Details on Second page)	22 <b>ONLINE ACCESSIBILITY FOR ONTARIANS WITH DISABILITY (AODA) TRAINING</b>	23 <b>(ONLINE) LINKEDIN FOR YOUR JOB SEARCH</b>  PART 1: 11 AM-12:30 PM PART 2: 1-2:30 PM (Instructor Led)	24 <b>IN PERSON RESUME WORKSHOP &amp; REVIEW</b>  10 AM - 3 PM (Instructor Led)	25 <b>NEXT-STEPS EMPLOYMENT ADVISOR</b>  (By appointment)
28 <b>IN PERSON MS WORD FOR YOUR JOB SEARCH</b>  9 AM - 3 PM (Instructor Led)	29 <b>IN PERSON MS EXCEL FOR YOUR JOB SEARCH</b>  9 AM - 3 PM (Instructor Led)	30 <b>ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION</b> (By Newcomer Services) (Instructor Led)	31 <b>ONLINE WHMIS WORKPLACE HAZARDOUS MATERIAL INFORMATION SYSTEM – CERTIFICATE VERSION</b>	

### EVENTS ARE FREE. REGISTRATION REQUIRED.

3495 Lawrence Ave East, Unit 203,  
Cedarbrae Mall, 2<sup>nd</sup> Floor – Upper Level Parking  
Available Monday–Friday – 8:30AM–4:30PM | [scea@tdsb.on.ca](mailto:scea@tdsb.on.ca)  
 [@TDSBCommunityServices](https://www.facebook.com/TDSBCommunityServices)
 [@TDSB\\_CS](https://twitter.com/TDSB_CS)
 [@tdsb\\_cs](https://www.instagram.com/tdsb_cs)

To SIGN-UP, CALL:  
416-396-8100 or  
416-396-8101 or  
scan/click QR code



**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.

#### 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>

#### TRANSPORTATION SUPPORT FOR NEW CLIENTS:

- Please speak with SCEA staff when you come in to attend in-person workshops.