

## WORKSHOPS CALENDAR: JANUARY 2025

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

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

### FREE WIRKSHOPS. 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](#)

### 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.