

WORKSHOP DESCRIPTIONS

EMPLOYMENT

Job Search and What Employers Want

This 3-hour session will describe the variety of ways we can look for and obtain employment and know what employers are looking for.

Resume and Cover Letter Writing

This 3-hour workshop will teach you about the basics of developing and/or improving your resume and cover letter to get you interviews!

Networking and Creating Business Cards

In this half-day workshop, you will learn different networking techniques and create your business card.

Cold Calling to Find Hidden Jobs

In this half-day workshop, you will learn how to uncover hidden job opportunities through cold calling.

Interview Skills

In this half-day workshop, we will discuss the interviews and questions and how to prepare yourself well for that big interview.

Resume Reviews

Meet one-on-one with an instructor to have your resume reviewed for feedback and edits.

Mock Interviews

Here is your opportunity to practice your interview skills in a safe environment. We will provide you with constructive feedback to help you improve your skills.

Coping with Disabilities

Discuss and learn about people's perceptions of disabilities and develop strategies to deal effectively with them.

Positive Thinking

Understand and learn how to maintain a positive attitude.

COMPUTER SKILLS

Creating Documents and Resumes Using MS Word: Parts 1-4

MS Word 1 is a very introductory computer tutorial on how to use this word processing software to create documents. You will have an opportunity to actually type your own resume.

Internet Job Search

** Must have electronic copy of resume ready to apply online for jobs*

In this 3-hour session, you will have an opportunity to explore various websites for employment and learn how to use them effectively to source job leads and apply for them online.

MS Power Point for Interviews

** Must have basic computer skills using MS Word*

MS Power Point is a program that allows you to create a professional presentation. This introductory tutorial will review the basics of creating a presentation in preparation for a job interview.

Manage Your Time Using MS Outlook

** Must have basic computer skills using MS Word*

MS Outlook is program that can help you keep manage your time and organized with tools such as calendars, tasks, contacts and email. This introductory session will demonstrate some of these features.

Creating Business Cards Using Publisher

** Must have basic computer skills using MS Word*

MS Publisher is a program where you can create professional looking publications and marketing tools. In this tutorial, you will learn how to create your own networking business card using MS Publisher.

Organizing Your Job Search Using MS Excel: Parts 1-4

** Must have basic computer skills using MS Word*

MS Excel 1 is a very introductory computer tutorial on how to create and use spreadsheets. MS Excel 2, 3, 4 is a continuation from MS Excel 1.

Managing Your Contacts Using MS Access: Parts 1-4

** Must have basic computer skills using MS Word and MS Excel*

MS Access 1 is a very introductory computer tutorial on how to create and use databases. MS Access 2, 3, 4 is a continuation from MS Access 1.

Check out our monthly calendar for upcoming dates and times at www.accessibleerc.com.

** Please note that space is limited. So please sign up in advance by calling 416-396-8100 or 416-396-8101 or TTY 416-396-8095 or email scea@tdsb.on.ca.*

**ASL Interpreters available with advanced notice.*