

All SCEA workshops welcome
People with Disabilities.
Additional accommodations are
available. Please ask about our
PWD facilities and assistive
technologies.



MARCH 2017

To sign up for workshops call:
416-396-8100, 416-396-8101; TTY: 416-396-8095

Monday	Tuesday	Wednesday	Thursday	Friday
DAILY SELF-DIRECTED JOB SEARCH	DAILY SELF-DIRECTED JOB SEARCH	MS WORD FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM	MS WORD FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM AVERY HR HIRING EVENT (General Labourer) 10AM-1PM	INTERVIEW PRACTICE (by appointment) 9AM - 12PM NEWCOMER SERVICES FREE TAX CLINIC (by Appointment) 10AM – 1PM
RESUME REVIEWS & JOB COACHING 1PM-4PM	MS EXCEL FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM	MS EXCEL FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM TDSB LUNCHROOM SUPERVISOR & NOON HOUR ASSISTANT INFORMATION SESSION 10AM – 12PM	NEXT-STEPS EMPLOYMENT ADVISOR (by appointment) 9AM – 4PM NEWCOMER SERVICES FREE TAX CLINIC (by Appointment) 10AM – 1PM	INTERVIEW PRACTICE (by appointment) 9AM - 12PM
RESUME REVIEWS & JOB COACHING 1PM-4PM	MS WORD FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM	MS WORD FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM NEWCOMER SERVICES FREE TAX CLINIC (by Appointment) 10AM – 1PM	JOB SEARCH ASSISTANCE FOR ODSP RECIPIENTS (Presented by Community Outreach Canada) 1-3PM AVERY HR HIRING EVENT 10AM-1PM	INTERVIEW PRACTICE (by appointment) 9AM - 12PM SOCIAL NETWORKING FOR YOUR JOB SEARCH 1-4PM
MS EXCEL FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM RESUME REVIEWS & JOB COACHING 1PM-4PM	MS EXCEL FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM	INTRODUCTION TO PHARMACEUTICAL CAREER (presented by North American College of Pharmaceutical Technology) 1-3PM	GETTING THE NEW CPA ACCOUNTING DESIGNATION A Presentation by CPA Canada 11AM – 12:30PM	INTERVIEW PRACTICE (by appointment) 9AM - 12PM NEWCOMER SERVICES FREE TAX CLINIC (by Appointment) 10AM – 4PM
MS ACCESS AS A JOB SEARCH TOOL (parts 1-2) 9 AM - 4PM RESUME REVIEWS & JOB COACHING 1PM-4PM	MS ACCESS AS A JOB SEARCH TOOL (parts 3-4) 9 AM - 4PM	NEWCOMER SERVICES FREE TAX CLINIC (by Appointment) 10AM – 1PM	MS POWERPOINT PRESENTATIONS 9AM – 2:30PM (INTRO TO OUTLOOK) 2:45PM – 4PM	INTERVIEW PRACTICE (by appointment) 9AM - 12PM EMPLOYMENT ASSISTANCE PROGRAM for People with Disabilities (Presented by Spinal Cord Injury Ontario) 1-3PM

Scarborough Centre for Employment Accessibility

3478 Lawrence Avenue East, Unit C006

(Northwest corner at Markham Rd., rear of the building, next to Shell Gas Station)

Email: scea@tdsb.on.ca • Website: www.AccessibleERC.com

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Operated by



Ontario

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Scarborough Centre for Employment Accessibility

3478 Lawrence Avenue East, Unit C006, Toronto, Ontario M1H 1A9

Tel: (416) 396-8100 • Fax: (416) 396-8099 • TTY: (416) 396-8095

WORKSHOP DESCRIPTIONS

* Please note that space is limited. Please sign up in advance by calling 416-396-8100 or 416-396-8101 TTY 416-396-8095

SPECIAL PRESENTATIONS

March 2 & 16 – Avery Human Resources Hiring Event: On-site interview and hiring for full-time Packers for company in Scarborough

March 3, 9, 15, 24, & 29 – Newcomer Services Free Tax Clinic: Get help in completing your Income Tax. Services provided by the Community Volunteer Income Tax Program (Canada Revenue Agency approved). Please call to register for a 45 minute session.

March 8 – TDSB Noon Hour Assistant & Lunchroom Supervisor Recruitment Information Session: TDSB Employee Services will provide information on applying for Noon Hour Assistant and Lunchroom Supervisor positions available at the TDSB, and will also answer any questions you may have about the recruitment process.

March 9 - NEXT-STEPS Employment Advisor by Appointment: *Must bring SIN Card, Government Issued piece of ID and Resume* Meet with an Employment Advisor to learn about eligibility for retraining and employment incentive programs.

March 16 - Job Search Assistance for ODSP Recipients (presented by Community Outreach Canada): Get support with your job search

March 22 - Introduction to Pharmaceutical Career presented by North American College of Pharmaceutical Technology: Get information on Pharmaceutical/Biotech and related industries. Job opportunities in Healthcare, Cosmetics, Environmental and Chemical Industries.

March 23 - Getting the New CPA Accounting Designation: Learn about the new designation as efforts continue to unite Canada's accounting profession under the CPA banner.

March 31 - Employment Assistance Program for Persons with Disabilities – Presented by Spinal Cord Injury Ontario: Get help from our Job Developers who are connected with organizations that provide full time, part time employment opportunities along with work from home opportunities.

EMPLOYMENT SKILLS WORKSHOPS

March 3, 10, 17, 24, & 31 - Interview Practice: Here is your opportunity to practice your interview skills in a safe environment. You will receive constructive feedback to help improve your skills.

March 6, 13, 20 & 27 - Resume Reviews & Job Coaching: Meet one-on-one with an expert to have your resume reviewed for improvements. **Bring your resume and a job description for a position you are interested in pursuing.**

March 17 - Social Networking for Your Job Search: Learn how to use social media to network and help in your online job search

COMPUTER SKILLS WORKSHOPS

March 1&2; 14&15 - MS Word for Your Job Search (Parts 1-4): * *Must have basic computer skills using MS Word** Learn to create documents, like resumes and covering letters.

March 7&8; 20&21 - Using MS Excel to Organize Your Job Search (Parts 1-4): * *Must have basic computer skills using MS Word** Learn how to create and use spreadsheets as a tool to stay organized.

March 27&28 - MS Access as a Job Search Tool (Parts 1-4): **Must have skills using MS Word and MS Excel** *this* two-day computer tutorial teaches you to create databases, and how you could use ACCESS as part of your job search.

March 30 - Creating a PowerPoint Presentation: * *Must have basic computer skills using MS Word.* This introductory tutorial will review the basics of creating a presentation in preparation for a job interview.

March 30 - Introduction to Outlook: * *Must have basic computer skills using MS Word.* This workshop demonstrates Outlook to help manage your time and keep organized with calendars, contacts and email.