

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



# MAY 2018

To sign up for workshops call:  
**416-396-8100, 416-396-8101**

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
DAILY SELF-DIRECTED MS OFFICE SKILLS ASSESSMENT & JOB SEARCH	DAILY SELF-DIRECTED MS OFFICE SKILLS ASSESSMENT & JOB SEARCH	<b>RCMP RECRUITMENT INFORMATION SESSION</b> (presented by the Royal Mounted Police) 1-3PM	MS WORD FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM	MS WORD FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM  INTERVIEW PRACTICE (by appointment) 9AM - 12PM
7	8	9	10	11
RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM	MS EXCEL FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM  GETTING THE NEW CPA ACCOUNTING DESIGNATION A Presentation by CPA Canada 10AM-12PM	MS EXCEL FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM	NEXT-STEPS EMPLOYMENT ADVISOR (by appointment) 9AM – 4PM	INTERVIEW PRACTICE (by appointment) 9AM - 12PM
14	15	16	17	18
RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM	MS WORD FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM	MS WORD FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM	NETWORKING 101 – Networking your Way to your Next Job or Opportunity (Presented by Next-Steps Employment Centre) 1-4PM	INTERVIEW PRACTICE (by appointment) 9AM - 12PM
21	22	23	24	25
SCEA IS CLOSED Happy Victoria Day	DAILY SELF-DIRECTED MS OFFICE SKILLS ASSESSMENT & JOB SEARCH	MS EXCEL FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM	MS EXCEL FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM	INTERVIEW PRACTICE (by appointment) 9AM - 12PM
28	29	30	31	
RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM	MS ACCESS AS A JOB SEARCH TOOL (parts 1-2) 9 AM - 4PM	MS ACCESS AS A JOB SEARCH TOOL (parts 3-4) 9 AM - 4PM	MS POWERPOINT PRESENTATIONS 9AM – 2:30PM (INTRO TO OUTLOOK) 2:45PM – 4PM	DAILY SELF-DIRECTED MS OFFICE SKILLS ASSESSMENT & JOB SEARCH

Scarborough Centre for Employment Accessibility  
3495 Lawrence Avenue East, Unit 203 (New Location)  
(Cedarbrae Mall, 2<sup>nd</sup> Floor – Upper Level Parking)  
Email: [scea@tdsb.on.ca](mailto:scea@tdsb.on.ca) • Website: [www.AccessibleERC.com](http://www.AccessibleERC.com)  
416-396-8100 | 416-396-8101

Operated by



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## Scarborough Centre for Employment Accessibility

3495 Lawrence Avenue East, Unit 203, Cedarbrae Mall -2<sup>nd</sup> Floor  
Toronto, Ontario M1H 1B3 – **New Location**  
Tel: (416) 396-8100 • Fax: (416) 396-8099

### WORKSHOP DESCRIPTIONS

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

#### SPECIAL PRESENTATIONS

**May 2 - RCMP Recruitment Information Session:** RCMP will provide information on career opportunities, compensation, and how to make a difference in your communities and country.

**May 8 - Getting the New CPA Accounting Designation:** Learn about the new designation as efforts continue to unite Canada's accounting profession under the CPA banner.

**May 10 - 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.

**May 17 - Networking 101 – Networking your Way to your Next Job or Opportunity:** Learn about the Myths of Networking and the Four “Ws” (What, Why, When, Who) of Networking.

#### EMPLOYMENT SKILLS WORKSHOPS

**May 4, 11, 18, & 25- 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.

**May 7, 14, & 28 - 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.**

#### COMPUTER SKILLS WORKSHOPS

**May 3&4; 15&16 - MS Word for Your Job Search (Parts 1-4):** *Must have computer skills using MS Word\** Learn to create documents, like resumes and covering letters.

**May 8&9; 23&24 - Using MS Excel to Organize Your Job Search (Parts 1-4):** \* *Must have computer skills using MS Word\** Learn how to create and use spreadsheets as a tool to stay organized.

**May 29&30 - 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.

**May 31 - Creating a PowerPoint Presentation:** \* *Must have computer skills using MS Word.* This introductory tutorial will review the basics of creating a presentation in preparation for a job interview.

**May 31 - Introduction to Outlook:** \* *Must have computer skills using MS Word.* This workshop demonstrates Outlook to help manage your time and keep organized with calendars, contacts and email.

**\*\*SCEA offers the following accessible devices and software for use: Dragon Naturally Speaking; ZoomText; SARA CE Scanning/Reading Appliance Camera, Sonocent Audio NoteTaker \*\***