

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



JULY 2018

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

Monday	Tuesday	Wednesday	Thursday	Friday
2 (SCEA IS CLOSED) Happy CANADA Day!	3 DAILY SELF-DIRECTED JOB SEARCH & KENEXA PROVEIT MS OFFICE SKILLS TESTING	4 MS WORD FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM	5 MS WORD FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM	6 INTERVIEW PRACTICE (by appointment) 9AM - 12PM
9 RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM	10 MS EXCEL FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM GETTING THE NEW CPA ACCOUNTING DESIGNATION A Presentation by CPA Canada 10AM-12PM	11 MS EXCEL FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM	12 NEXT-STEPS EMPLOYMENT ADVISOR (by appointment) 9AM – 4PM	13 INTERVIEW PRACTICE (by appointment) 9AM - 12PM BASIC COMPUTER SKILLS FOR YOUR JOB SEARCH 9AM-12PM & 1-4PM
16 RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM	17 MS WORD FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM	18 MS WORD FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM	19 DAILY SELF-DIRECTED JOB SEARCH & KENEXA PROVEIT MS OFFICE SKILLS TESTING	20 INTERVIEW PRACTICE (by appointment) 9AM - 12PM
23 MS EXCEL FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM	24 MS EXCEL FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM	25 COPING WITH FINANCIAL STRESS INFORMATION SESSION – Presented by Consolidated Credit 1:30-3PM	26 MS ACCESS AS A JOB SEARCH TOOL (parts 1-2) 9 AM - 4PM	27 MS ACCESS AS A JOB SEARCH TOOL (parts 3-4) 9 AM - 4PM INTERVIEW PRACTICE (by appointment) 9AM - 12PM
30 MS POWERPOINT PRESENTATIONS 9AM – 2:30PM (INTRO TO OUTLOOK) 2:45PM – 4PM	31 RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM	DAILY SELF-DIRECTED JOB SEARCH & KENEXA PROVEIT MS OFFICE SKILLS TESTING	DAILY SELF-DIRECTED JOB SEARCH & KENEXA PROVEIT MS OFFICE SKILLS TESTING	DAILY SELF-DIRECTED JOB SEARCH & KENEXA PROVEIT MS OFFICE SKILLS TESTING

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

Operated by



Ontario

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**Scarborough Centre for
Employment Accessibility**
3495 Lawrence Avenue East, Unit 203, Cedarbrae Mall -2nd 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

July 10 - Getting the New CPA Accounting Designation: Learn about the new designation as efforts continue to unite Canada's accounting profession under the CPA banner.

July 12 – 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.

July 25 - Coping with Financial Stress – Learn how to work towards financial freedom with strategies to put an end to financial stress and worry.

EMPLOYMENT SKILLS WORKSHOPS

July 6, 13, 20, & 27 - 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.

July 9, 16, 23, & 31 - 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

July 4&5; 17&18 - 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.

July 10&11; 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.

July 13 – Basic Computers for your Job Search: Learn how to navigate your computer, create email address, and attach MS Files

July 30 - 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.

July 26&27 - 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.

July 30 - 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 ****

SCEA has Kenexa Provelt Testing, which is a skills testing and pre-employment assessment tool. It is used to determine a candidate's skill level in areas of office; software; call centre; industrial; and technical skills.