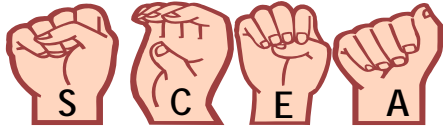


Monday	Tuesday	Wednesday	Thursday	Friday
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**Scarborough Centre for  
Employment Accessibility**

**To sign up call:  
416-396-8100 or 416-396-8101  
TTY: 416-396-8095  
[www.next-steps.ca](http://www.next-steps.ca)**

**February 2012**

**Every  
Wednesday**

**Meet with a Next Steps  
Employment Advisor - Drop In!  
- First Come First Serve**

1  
Creating Documents  
& Resumes Using  
**MS Word**  
Part 1 – 9 am – 12:00  
Part 2 – 1pm- 4pm  
**Next Steps Drop In!**  
8:30am – 4pm

2  
Creating Documents &  
Resumes Using  
**MS Word**  
Part 3 9 am – 12:00  
Part 4 1pm – 4pm

- Everyday - 3  
**Job Search support  
with - Free use of  
Computers,  
Internet, fax,  
telephones,  
daily papers and  
updated job boards and  
more....**

6  
(EAE) Managing Your  
Contacts Using  
**MS ACCESS**  
Part 1 – 9 am-12 pm  
Part 2 - 1-4 pm

7  
(EAE) Managing Your  
Contacts Using  
**MS ACCESS**  
Part 3- 9 am-12 pm  
Part 4 - 1-4 pm  
**Resume Reviews &  
Job Coaching**  
(by appointment)  
**1 – 4 pm**

8  
**Next Steps  
Drop In!**  
  
Meet with an  
Employment Advisor  
8:30am – 4pm

9  
**Social  
Networking**  
With  
**LinkedIn**, and  
**Twitter**  
9am – 4pm

10  
Introduction to  
**Computers/internet**  
9 am - 12 pm  
Using **Email** to  
Job Search  
**1 - 4 pm**

13  
(EAE)Creating  
Documents &  
Resumes Using  
**MS Word**  
Part 1 – 9 am-12 pm  
Part 2 - 1-4 pm

14  
(EAE)Creating  
Documents & Resumes  
Using **MS Word**  
Part 3 – 9 am-12 pm  
Part 4 - 1-4pm  
**Resume Reviews &  
Job Coaching**  
(by appointment)  
**1 – 4 pm**  
**Gain Relevant Work  
Experience at a Financial  
Corp. Practice Firm**  
9:30 am – 11:30 am

15  
Managing Your  
Contacts Using  
**MS ACCESS:**  
Part 1 – 9 am-12 pm  
Part 2 - 1-4 pm  
**ODSP & Ontario  
March of Dimes  
Info Session**  
**10am -12pm**  
**Next Steps Drop In!**  
8:30am – 4pm

16  
Managing Your  
Contacts Using  
**MS ACCESS:**  
Part 3 - 9 am-12 pm  
Part 4 - 1-4 pm

20  
**FAMILY DAY**  
  
**CENTER  
CLOSED**

21  
(EAE) Organizing Your  
Job Search Using  
**MS Excel:**  
Part 1 – 9 am -12 pm  
Part 2 – 1am - 4 pm  
**Resume Reviews &  
Job Coaching**  
(by appointment)  
**1 - 4 pm**

22  
(EAE) Organizing Your  
Job Search Using  
**MS Excel:**  
Part 3 – 9 am -12 pm  
Part 4 – 1pm - 4 pm  
**Next Steps Drop In!**  
8:30am – 4pm

23  
**Networking  
Workshop**  
**1:00 – 4:00 pm**

24  
(EAE) PowerPoint  
for Interviews  
9am-12pm  
Creating Business  
Cards Using  
Publisher  
**1pm- 4pm**

27  
**Resume Reviews &  
Job Coaching**  
(by appointment)  
**1 - 4 pm**  
**Gain Relevant Work  
Experience at a Financial  
Corp. Practice Firm**  
9:30 am – 11:30 am

29  
**Interview  
Success  
Workshop**  
**1:00 – 4:00 pm**  
**Next Steps Drop In!**  
8:30am – 4pm



Scarborough Centre for  
Employment Accessibility

**Scarborough Centre for Employment Accessibility**  
3478 Lawrence Avenue East, Unit C006  
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Operated by:



**EMPLOYMENT  
ONTARIO**

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