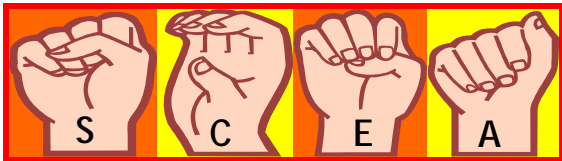


Monday	Tuesday	Wednesday	Thursday	Friday
2 Civic Holiday Closed	3 Resumes and Cover Letters 9am-12pm Resume Reviews & Interview Practice (by appointment) 1 - 4 pm	4 Organizing Your Job Search Using MS Excel: Part 1 - 9 am -12 pm Part 2 - 1- 4 pm	5 Organizing Your Job Search Using MS Excel: Part 3 - 9 am -12 pm Part 4 - 1- 4 pm	6 PowerPoint for Interviews 9am-12pm Creating Business Cards Using Publisher 1 - 4 pm
9 (EAE) Managing Your Contacts Using MS ACCESS: Part 1 - 9 am-12 pm Part 2 - 1-4 pm	10 (EAE) Managing Your Contacts Using MS ACCESS: Part 3- 9 am-12 pm Part 4 - 1-4 pm	11 Creating Documents & Resumes Using MS Word: Part 1 - 9 am - 12:00 Part 2 - 1pm- 4pm Drop In Job Coaching 9 - 12 pm ODSP & Ontario March of Dimes Info Session 9-11am	12 Creating Documents & Resumes Using MS Word: Part 3 9 am - 12:00 Part 4 1pm - 4pm	13 Using Email to Job Search 9 am - 12 pm Managing Your Time Using MS Outlook 1 pm - 4 pm Resume Reviews & Interview Practice (by appointment) 1 - 4 pm
16 (EAE) Creating Documents & Resumes Using MS Word: Part 1 - 9 am-12 pm Part 2 - 1-4 pm	17 (EAE) Creating Documents & Resumes Using MS Word: Part 3 - 9 am-12 pm Part 4 - 1-4pm (ELT) Enhanced Language Training Information Session 9:30 am - 11:30 am	18 Managing Your Contacts Using MS ACCESS: Part 1 - 9 am-12 pm Part 2 - 1-4 pm JOBMAX Hiring Event 10 am - 3 pm	19 Managing Your Contacts Using MS ACCESS: Part 3- 9 am-12 pm Part 4 - 1-4 pm	20 Introduction to Computers 9 am - 12 pm Introduction to Internet for Job Search 1 - 4 pm Resume Reviews & Interview Practice (by appointment) 1 - 4 pm
23 (EAE) Organizing Your Job Search Using MS Excel: Part 1 - 9 am-12 pm Part 2 - 1-4 pm Gain Relevant Work Experience at a Financial Corp. Practice Firm 9:30 am - 11:30 am	24 (EAE) Organizing Your Job Search Using MS Excel: Part 3 9-12 pm Part 4 1-4pm Drop In Job Coaching 9 - 12 pm	25 Creating Documents & Resumes Using MS Word: Part 1 - 9 am - 12:00 Part 2 - 1pm- 4pm Starting a Business Things You Need to Consider 10 - 12 pm	26 Creating Documents & Resumes Using MS Word: Part 3 9 am - 12:00 Part 4 1pm - 4pm	27 PowerPoint for Interviews 9am-12pm Creating Business Cards Using Publisher 1 - 4 pm Resume Reviews & Interview Practice (by appointment) 1 - 4 pm
30 Job Search & What Employers Want for People with Disabilities 1pm - 4pm	31 Drop In Job Coaching 9 - 12 pm			
<p>To sign up call: 416-396-8100 or 416-396-8101 TTY: 416-396-8095 www.next-steps.ca</p>		<p>Scarborough Centre for Employment Accessibility August 2010 - Program Calendar</p>		

Scarborough Centre for Employment Accessibility
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Operated by:



EMPLOYMENT ONTARIO

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