

Monday	Tuesday	Wednesday	Thursday	Friday
<p>2</p> <p></p> <p>Centre Closed</p>	<p>3</p> <p>(EAE) Managing Your Contacts Using MS ACCESS Part 1 – 9 am-12 pm Part 2 - 1-4 pm</p> <p>Resume Reviews & Job Coaching (by appointment) 1 - 4 pm</p>	<p>4</p> <p>(EAE) Managing Your Contacts Using MS ACCESS Part 3- 9 am-12 pm Part 4 - 1-4 pm</p> <p>Meet With Next Steps Employment Advisor Drop In – First Come First Serve 8:30am – 4pm</p>	<p>5</p> <p>Creating Documents & Resumes Using MS Word Part 1 – 9 am – 12:00 Part 2 – 1pm- 4pm</p>	<p>6</p> <p>Creating Documents & Resumes Using MS Word Part 3 9 am – 12:00 Part 4 1pm – 4pm</p>
<p>9</p> <p>(EAE)Creating Documents & Resumes Using MS Word Part 1 – 9 am-12 pm Part 2 - 1-4 pm Financial Corp. Practice Firm, Info Session 9:30 am - 11:30 am</p>	<p>10</p> <p>(EAE)Creating Documents & Resumes Using MS Word Part 3 – 9 am-12 pm Part 4 - 1-4pm</p> <p>Resume Reviews & Job Coaching (by appointment) 1 - 4 pm</p>	<p>11</p> <p>Organizing Your Job Search Using MS Excel Part 1 – 9 am -12 pm Part 2 – 1am - 4 pm</p> <p>Meet With Next Steps Employment Advisor Drop In – First Come First Serve 8:30am - 4pm</p>	<p>12</p> <p>Organizing Your Job Search Using MS Excel Part 3 – 9 am -12 pm Part 4 – 1pm - 4 pm</p>	<p>13</p> <p>Introduction to Computers/Internet 9 am - 12 pm Using Email to Job Search 1pm - 4 pm</p>
<p>16</p> <p>(EAE) Organizing Your Job Search Using MS Excel: Part 1 – 9 am -12 pm Part 2 – 1am - 4 pm</p>	<p>17</p> <p>(EAE) MS Excel: Part 3 – 9 am -12 pm Part 4 – 1pm - 4 pm</p> <p>Resume Reviews & Job Coaching (by appointment) 1 - 4 pm</p> <p>Starting a Business Things You Need to Consider 10am – 12pm</p>	<p>18</p> <p>How to Find Jobs in the Food & Pharmaceutical Industry 1pm – 3pm</p> <p>Meet With Next Steps Employment Advisor Drop In – First Come First Serve 8:30am - 4pm</p>	<p>19</p> <p>Interview Success Workshop 1-4pm</p>	<p>20</p> <p>(EAE) PowerPoint for Interviews 9am-12pm Creating Business Cards Using Publisher 1pm-4pm</p>
<p>23</p> <p>Managing Your Contacts Using MS ACCESS: Part 1 – 9 am-12 pm Part 2 - 1-4 pm Financial Corp. Practice Firm, Info Session 9:30 am – 11:30 am</p>	<p>24</p> <p>Managing Your Contacts Using MS ACCESS: Part 3 - 9 am-12 pm Part 4 - 1-4 pm</p> <p>Resume Reviews & Job Coaching (by appointment) 1 - 4 pm</p>	<p>25</p> <p>(EAE) Understanding Yourself for Your Job Part 1 – 9 am -12 pm Part 2 – 1am - 4 pm</p> <p>Meet With Next Steps Employment Advisor Drop In – First Come First Serve 8:30am – 4pm</p>	<p>26</p> <p>Networking Workshop (Prep for Job Fair) 1-4pm</p>	<p>27</p> <p>Social Networking With  and  9am – 4pm</p>
<p>30</p>	<p>31</p> <p>JOB FAIR SCARBOROUGH CIVIC CENTRE 150 Borough Drive 1-5 pm</p>	<p></p> <p>Scarborough Centre for Employment Accessibility January 2012</p>		
<p>To sign up call: 416-396-8100 or 416-396-8101 TTY: 416-396-8095 www.next-steps.ca</p>				

Scarborough Centre for Employment Accessibility
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Operated by:



EMPLOYMENT ONTARIO

This Employment Ontario project is funded in part by the Government of Canada.