

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



DECEMBER 2018

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

Monday	Tuesday	Wednesday	Thursday	Friday
3 RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM	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 NEXT-STEPS EMPLOYMENT ADVISOR (by appointment) 9AM – 4PM	7 INTERVIEW PRACTICE (by appointment) 9AM - 12PM
10 RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM MS EXCEL FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM	11 MS EXCEL FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM	12 TDSB RECRUITMENT INFORMATION SESSION (Office Support Staff, Education Assistant, Lunchroom Supervisor, Noon Hour Assistant 1:30-3PM Please call to Register 416 396 8100/8101	13 DAILY IBM KENEXA MS OFFICE TUTORIALS/TESTINGS, PRE- EMPLOYMENT ASSESSMENT TOOLS & SELF-DIRECTED JOB SEARCH	14 INTERVIEW PRACTICE (by appointment) 9AM - 12PM
17 RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM	18 MS POWERPOINT PRESENTATIONS 9AM – 2:30PM INTRO TO OUTLOOK 2:45PM – 4PM	19 DAILY IBM KENEXA MS OFFICE TUTORIALS/TESTINGS,PRE- EMPLOYMENT ASSESSMENT TOOLS & SELF-DIRECTED JOB SEARCH	20 INTERVIEW PRACTICE (by appointment) 9AM - 12PM	21 DAILY IBM KENEXA MS OFFICE TUTORIALS/TESTINGS, PRE- EMPLOYMENT ASSESSMENT TOOLS & SELF-DIRECTED JOB SEARCH
24 DAILY IBM KENEXA MS OFFICE TUTORIALS/TESTINGS, PRE- EMPLOYMENT ASSESSMENT TOOLS & SELF-DIRECTED JOB SEARCH	25 HAPPY HOLIDAY SCEA IS CLOSED 	26 HAPPY HOLIDAY SCEA IS CLOSED 	27 DAILY IBM KENEXA MS OFFICE TUTORIALS/TESTINGS, PRE- EMPLOYMENT ASSESSMENT TOOLS & SELF-DIRECTED JOB SEARCH	28 DAILY IBM KENEXA MS OFFICE TUTORIALS/TESTINGS, PRE- EMPLOYMENT ASSESSMENT TOOLS & SELF-DIRECTED JOB SEARCH
31 DAILY IBM KENEXA MS OFFICE TUTORIALS/TESTINGS, PRE- EMPLOYMENT ASSESSMENT TOOLS & SELF-DIRECTED JOB SEARCH	DAILY IBM KENEXA MS OFFICE TUTORIALS/TESTINGS, PRE- EMPLOYMENT ASSESSMENT TOOLS & SELF-DIRECTED JOB SEARCH	DAILY IBM KENEXA MS OFFICE TUTORIALS/TESTINGS, PRE- EMPLOYMENT ASSESSMENT TOOLS & SELF-DIRECTED JOB SEARCH	DAILY IBM KENEXA MS OFFICE TUTORIALS/TESTINGS, PRE- EMPLOYMENT ASSESSMENT TOOLS & SELF-DIRECTED JOB SEARCH	DAILY IBM KENEXA MS OFFICE TUTORIALS/TESTINGS, PRE- EMPLOYMENT ASSESSMENT TOOLS & SELF-DIRECTED JOB SEARCH

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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TdsbCommunityServices

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Scarborough Centre for Employment Accessibility

3495 Lawrence Avenue East, Unit 203, Cedarbrae Mall -2nd Floor
Toronto, Ontario M1H 1B3
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

December 6 - 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.

December 12 - TDSB Information Session: A representative from the TDSB Employee Services will provide information on the recruitment process. *Must bring SIN Card, Government Issued piece of ID and Resume*

EMPLOYMENT SKILLS WORKSHOPS

December 3, 10, & 17 - 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.**

December 7, 14, & 20 - 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.

COMPUTER SKILLS WORKSHOPS

December 4 & 5 - 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.

December 10 & 11 - 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.

December 18 - 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.

December 18 - 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 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, etc.

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