

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



NOVEMBER 2018

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

Monday	Tuesday	Wednesday	Thursday	Friday
			1 DAILY SELF-DIRECTED JOB SEARCH & IBM KENEXA MS OFFICE TUTORIALS & SKILLS TESTING	2 INTERVIEW PRACTICE (by appointment) 9AM - 12PM
5 RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM	6 MS WORD FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM	7 MS WORD FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM NEXT-STEPS EMPLOYMENT ADVISOR (by appointment) 9AM – 4PM	8 DAILY SELF-DIRECTED JOB SEARCH & IBM KENEXA MS OFFICE TUTORIALS & SKILLS TESTING	9 INTERVIEW PRACTICE (by appointment) 9AM - 12PM
12 RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM	13 MS EXCEL FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM	14 MS EXCEL FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM	15 DAILY SELF-DIRECTED JOB SEARCH & IBM KENEXA MS OFFICE TUTORIALS & SKILLS TESTING	16 INTERVIEW PRACTICE (by appointment) 9AM - 12PM
19 MS WORD FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM	20 MS WORD FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM	21 SCEA ACCESSIBILITY CAREER & JOB FAIR 11AM – 2PM https://goo.gl/forms/3KgXQEJxih6Ev1JL2 	22 GETTING THE NEW CPA ACCOUNTING DESIGNATION A Presentation by CPA Canada 10AM-12PM	23 INTERVIEW PRACTICE (by appointment) 9AM - 12PM
26 RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM	27 MS EXCEL FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM	28 MS EXCEL FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM	29 MS POWERPOINT PRESENTATIONS 9AM – 2:30PM (INTRO TO OUTLOOK) 2:45PM – 4PM	30 INTERVIEW PRACTICE (by appointment) 9AM - 12PM

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



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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 – **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

November 7 – 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.

November 21 – SCEA Accessibility Career & Job Fair: Location: 3495 Lawrence Avenue East, Unit 203, from 11AM-2PM (Please Register Online or Call 416 396 8100**)** *ASL Interpreters are available with advance notice.*

November 22 - Getting the New CPA Accounting Designation: Learn about the new designation as efforts continue to unite Canada's accounting profession under the CPA banner.

EMPLOYMENT SKILLS WORKSHOPS

November 2, 9, 16, 23, & 30 - 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.

November 5, 12, 19, & 26 - 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

November 6&7; 19&20 - 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.

November 13&14; 27&28 - 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.

November 29 - 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.

November 29 - 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, etc.