

# Employment Advancement Skills for YOU (EASY) April. 2024

Topic	Start Date	End Date	Time	Location
Microsoft PowerPoint	April. 2, 2024	April. 10, 2024	9:30 AM – 3:30PM, Tues & Wed	777 Bloor St. West (Bloor & Christie)
Learn to use the Smart Phone effectively	April. 4, 2024	April. 4, 2024	9:30AM – 3:00PM	Tropicana 505 Consumers Rd
Microsoft Excel	April. 8, 2024	May. 22, 2024	9:30AM – 12:00PM, Mon & Wed	777 Bloor Street (Bloor & Christie)
Microsoft PowerPoint	April. 9, 2024	May. 15, 2024	6:30 PM - 9:00 PM, Tues & Thurs	Virtual
Workplace Communication Skills	April. 15, 2024	May. 8, 2024	6:30 PM –9:30PM, Mon & Wed	Virtual
Microsoft Word	Apr. 22, 2024	May.15, 2024	9:30 AM – 12:00PM, Mon & Wed	10 Gateway Blvd (Don Mills & Overlea)
Microsoft Excel	Apr. 22,2024	June.12 ,2024	6:30 PM – 9:00PM, Mon & Wed	Virtual
Microsoft Word	April. 30, 2024	May 9, 2024	9:30AM- 3:00PM, Tues & Thurs	1641 Pharmacy Ave (Pharmacy/Terraviva)

### To attend workshop:

- ◆Must be able to speak English well
- ◆Attendees need laptop/computer with **software installed**
- ◆Learners **MUST** be registered to attend workshop
- ◆Must present a valid **SIN** to register

### WORKSHOPS ARE FREE. REGISTRATION REQUIRED.

Essential Skills Upgrading  
 Facebook [@TDSBCommunityServices](#)  
 Twitter [@TDSB\\_CS](#)

**TO REGISTER,  
 CALL 416-396-6368 OR  
 EMAIL [upgrading@TDSB.ON.CA](mailto:upgrading@TDSB.ON.CA)  
 Please provide phone number when emailing us**



This program is operated by Toronto District School Board's Community Services unit. TDSB Community Services Unit offers services in settlement, employment, skills development, language training, and more. Learn more at [tdsb.on.ca/communityservices](https://tdsb.on.ca/communityservices)

