

Employment Advancement Skills for YOU (EASY) MAY. 2024

Topic	Start Date	End Date	Time	Location
Microsoft Excel	May 6, 2024	June 26, 2024	6:30PM - 9:00 PM, Mon & Wed	Virtual
Microsoft Word	May 7, 2024	May 30, 2024	6:30PM - 9:00 PM, Tues & Thurs	Virtual
Microsoft Word	May 7, 2024	May 28, 2024	9:30AM - 3:00PM, Tues only	500 East Mall (Burnhamthorpe & East Mall)
Workplace Communication Skills	May 13, 2024	June 5, 2024	6:30-9:00 PM, Mon & Wed	Virtual
Microsoft Excel	May 14, 2024	June 6, 2024	9:30AM- 3:00PM, Tues & Thurs	777 Bloor St. W (Bloor & Christie)
Microsoft Word	May 14, 2024	June 6, 2024	1:00 PM - 3:30 PM, Tues & Thurs	1641 Pharmacy Ave (Pharmacy/Terraviva)
Make your Smart Phone work for you	May 22, 2024	May 22, 2024	9:30AM- 3:00PM, Wed only	10 Gateway Blvd (Don Mills & Overlea)
Microsoft Word	May 29, 2024	June 6, 2024	9:30AM- 3:00PM, Wed & Thurs	Next Steps Downsview 3701 Chesswood Dr, Suite #100 Main Floor

To attend workshop:

- ♦ Learners **MUST** be registered to attend workshop ♦ Must present a valid **SIN** to register
 - ♦ Must be able to speak English well
 - ♦ Virtual workshop attendees need laptop/computer with **software installed**
- *No workshop on Monday May 20, 2024 for Victoria Day

**WORKSHOPS ARE FREE.
 REGISTRATION REQUIRED.**

Essential Skills Upgrading
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**TO REGISTER,
 CALL 416-396-6368 OR
 EMAIL 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

