

## Employment Advancement Skills for YOU (EASY) Nov. 2023

| Topic                | Start Date    | End Date      | Time                             | Location                                  |
|----------------------|---------------|---------------|----------------------------------|---|
| Microsoft Word       | Nov. 2, 2023  | Nov. 23, 2023 | 9:30 AM - 3:00 PM (Thurs)        | 500 East Mall<br>(Burnhamthorpe & 427)    |
| Microsoft Word       | Nov. 2, 2023  | Nov. 28, 2023 | 1:00 PM – 3:30 PM (Tues & Thurs) | 505 Consumers Rd                          |
| Microsoft PowerPoint | Nov. 6, 2023  | Nov. 29, 2023 | 9:30AM – 12:00 PM (Mon & Wed)    | 777 Bloor St. West<br>(Bloor & Christie)  |
| Microsoft PowerPoint | Nov. 7, 2023  | Nov. 30, 2023 | 6:30 PM – 9:00PM (Tues & Thurs)  | Virtual                                   |
| Microsoft Word       | Nov. 13, 2023 | Dec. 6, 2023  | 9:30 AM -12:00 PM (Mon & Wed)    | 10 Gateway Blvd<br>(Don Mills & Overlea)  |
| Microsoft Word       | Nov. 14, 2023 | Dec. 7, 2023  | 6:30 PM -9:00 PM (Tues & Thurs)  | Virtual                                   |
| Microsoft PowerPoint | Nov. 15, 2023 | Dec. 20, 2023 | 12:00 PM – 2:30 PM (Wed)         | Virtual                                   |
| Microsoft PowerPoint | Nov. 15, 2023 | Nov. 24, 2023 | 9:30 AM- 3:00 PM (Wed & Fri)     | 1641 Pharmacy Ave<br>(Pharmacy/Terraviva) |
| Microsoft Word       | Nov. 16, 2023 | Dec 7, 2023   | 9:30 AM – 3:00 PM (Thurs)        | 777 Bloor St. West<br>(Bloor & Christie)  |
| Microsoft Excel      | Nov. 20, 2023 | Dec. 13, 2023 | 9:30 AM – 3:00 PM (Mon & Wed)    | 777 Bloor Street<br>(Bloor & Christie)    |
| Microsoft Word       | Nov. 21, 2023 | Nov. 24, 2023 | 9:30 AM- 3:00 PM (Tues to Fri)   | Next Steps<br>1000 Gerrard St E           |
| Smart Phone          | Nov. 29, 2023 | Nov 29, 2023  | 9:30 AM- 3:00 PM (Wed)           | 1641 Pharmacy Ave<br>(Pharmacy/Terraviva) |

### To attend workshop:

- Must be able to speak English well
- Learners **MUST** be registered to attend workshop
- Must present a valid **SIN** to register
- For virtual workshop a **laptop/computer with software installed** is needed

### 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)

