



# WORKSHOPS CALENDAR: MAY 2023

Available everyday: Online MS Office tutorials/testing & pre-employment assessment tools. [Register](#)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p><b>1</b></p> <p><b>ONLINE MS WORD FOR YOUR JOB SEARCH (Parts 3 &amp; 4)</b> PART 3: 11AM-12:30PM PART 4: 1-2:30PM (Instructor Led) <a href="#">REGISTER</a></p>	<p><b>2</b></p> <p><b>ONLINE MS EXCEL FOR YOUR JOB SEARCH (Parts 3 &amp; 4)</b> PART 3: 11AM-12:30PM PART 4: 1-2:30PM (Instructor Led) <a href="#">REGISTER</a></p>	<p><b>3</b></p> <p><b>CPA ONTARIO INFORMATION SESSION</b> <a href="#">REGISTER</a></p>	<p><b>4</b></p> <p><b>RESUME &amp; COVER LETTER REVIEWS &amp; UPDATES</b> <a href="#">REGISTER</a></p>	<p><b>5</b></p> <p><b>NEXT-STEPS EMPLOYMENT ADVISOR</b> (By appointment) <a href="#">REGISTER</a></p>
<p><b>8</b></p> <p><b>ONLINE MS WORD FOR YOUR JOB SEARCH (Parts 1 &amp; 2)</b> PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) <a href="#">REGISTER</a></p>	<p><b>9</b></p> <p><b>ONLINE MS EXCEL FOR YOUR JOB SEARCH (Parts 1 &amp; 2)</b> PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) <a href="#">REGISTER</a></p>	<p><b>10</b></p> <p><b>LINKEDIN FOR YOUR JOB SEARCH</b> PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) <a href="#">REGISTER</a></p>	<p><b>11</b></p> <p><b>RESUME &amp; COVER LETTER REVIEWS &amp; UPDATES</b> <a href="#">REGISTER</a></p> <p><b>ZOOM HOW-TO FOR JOB SEARCH WORKSHOP</b> 10-11:30AM <a href="#">REGISTER</a></p>	<p><b>12</b></p> <p><b>ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION</b> (Sessions by Newcomer Svs. - Instructor Led) <a href="#">REGISTER</a></p>
<p><b>15</b></p> <p><b>ONLINE MS WORD FOR YOUR JOB SEARCH (Parts 3 &amp; 4)</b> PART 3: 11AM-12:30PM PART 4: 1-2:30PM (Instructor Led) <a href="#">REGISTER</a></p>	<p><b>16</b></p> <p><b>ONLINE MS EXCEL FOR YOUR JOB SEARCH (Parts 3 &amp; 4)</b> PART 3: 11AM-12:30PM PART 4: 1-2:30PM (Instructor Led) <a href="#">REGISTER</a></p>	<p><b>17</b></p> <p><b>ONLINE MS EXCEL FOR YOUR JOB SEARCH</b> (Advance PivotTables /Charts &amp; Dashboard) PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) <a href="#">REGISTER</a></p>	<p><b>18</b></p> <p><b>RESUME &amp; COVER LETTER REVIEWS &amp; UPDATES</b> <a href="#">REGISTER</a></p> <p><b>INTERVIEW PRACTICE WORKSHOP</b> (Instructor Led) 10-11:30AM <a href="#">REGISTER</a></p>	<p><b>19</b></p> <p><b>NEXT-STEPS EMPLOYMENT ADVISOR</b> (By appointment) <a href="#">REGISTER</a></p>
<p><b>22</b></p> <p><b>VICTORIA DAY</b> <b>SCEA CLOSED</b></p>	<p><b>23</b></p> <p><b>CPA ONTARIO INFORMATION SESSION</b> <a href="#">REGISTER</a></p>	<p><b>24</b></p>	<p><b>25</b></p> <p><b>RESUME &amp; COVER LETTER REVIEWS &amp; UPDATES</b> <a href="#">REGISTER</a></p> <p><b>LOW-COST COMPUTERS OR LAPTOPS INFORMATION SESSION</b> Presented by RCT 10:30-11:30AM <a href="#">REGISTER</a></p>	<p><b>26</b></p> <p><b>ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION</b> (Sessions by Newcomer Svs. - Instructor Led) <a href="#">REGISTER</a></p>
<p><b>29</b></p> <p><b>ONLINE MS WORD FOR YOUR JOB SEARCH (Parts 1 &amp; 2)</b> PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) <a href="#">REGISTER</a></p>	<p><b>30</b></p> <p><b>ONLINE MS EXCEL FOR YOUR JOB SEARCH (Parts 1 &amp; 2)</b> PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) <a href="#">REGISTER</a></p>	<p><b>31</b></p> <p><b>MS POWERPOINT PRESENTATION</b> 10AM-12PM <a href="#">REGISTER</a></p>		

**EVENTS ARE FREE. REGISTRATION REQUIRED.**

Scarborough Centre for Employment Accessibility  
3495 Lawrence Ave East, Unit 203  
Cedarbrae Mall, 2<sup>nd</sup> Floor - Upper Level Parking  
416-396-8100 | 416-396-8101 | [scea@tdsb.on.ca](mailto:scea@tdsb.on.ca)

[f](#) @TDSBCommunityServices [t](#) @TDSB\_CS [i](#) @tdsb\_cs

To SIGN-UP, CALL:  
416-396-8100 or  
416-396-8101 or scan  
code



## SPECIAL EVENTS:

**NEXT-STEPS Employment Advisor by Appointment:** \*Must bring SIN Card, Government Issued piece of ID and Resume\*  
Meet online with an Employment Advisor to learn about eligibility for retraining and employment incentive programs.

**NEXT-STEPS Employment Pre-Recorded Employment Ready Videos:** Each video will give you tips and tools to navigate the world of work, such as, How to deal with difficult people; Accomplishment Statements Examples; How to Convey Skills/Accomplishments/Achievements; Cover Letter Mistakes - [REGISTER](#)

**LOW-COST COMPUTERS & LAPTOPS - presented by Renewed Computer Technology:** Learn the process of qualifying to purchase computers and laptops.

## REMINDER:

**SCEA offers SHL TalentCentral Testing, which is a portfolio of over 1,000 Behavioral and Skills Assessments offering solutions in both Selection (pre-hire) and Developmental (post-hire) needs and are content validated to measure specific skills or knowledge. These solutions are available for many different job levels and industries in given domains which include:**

1. **Software & Technical:** .NET Framework, Programming, Computer Languages, Adobe: Acrobat/ ColdFusion/ Dreamweaver/ Flash/ Illustrator/ InDesign/ Photoshop, MS Office: Word, Excel, Access, PowerPoint, Outlook)
2. **Administrative/Clerical:** Accounting Terminology, Accounts Payable and Receivable, QuickBooks, ADP Payroll, Advanced Auditing, Bookkeeping, Arithmetic, Office Math Skills, Office Skills, Data Entry, Typing, Reading, Writing, Languages, Logistics
3. **Financial:** Analyst/Management, Credit Management, Budget Management, Banking, Teller, Insurance
4. **Call Centre:** Inbound, Outbound Sales Skills, Collections, Customer Service Surveys
5. **Healthcare:** Occupational Therapy, Pharmaceutical; Dental Assistant, Medical Terminology, Medical Assistant, Nursing
6. **Industrial:** AutoCAD, Injection Moulding, Basic Industrial Blueprint Reading, Auto Mechanic, Plumbing, Electrical, HVAC, Carpentry
7. **Legal:** Assistant, Litigation, Paralegal, Filing
8. **Tutorials:** MS Office 2003 – 2016

## EMPLOYMENT OPPORTUNITIES:

- <https://www.on.jobbank.gc.ca/findajob>