



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



FEBRUARY 2019

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

Monday	Tuesday	Wednesday	Thursday	Friday
DAILY IBM KENEXA MS OFFICE TUTORIALS/TESTINGS, PRE-EMPLOYMENT ASSESSMENT TOOLS & SELF-DIRECTED JOB SEARCH	DAILY IBM KENEXA MS OFFICE TUTORIALS/TESTINGS, PRE-EMPLOYMENT ASSESSMENT TOOLS & SELF-DIRECTED JOB SEARCH	DAILY IBM KENEXA MS OFFICE TUTORIALS/TESTINGS, PRE-EMPLOYMENT ASSESSMENT TOOLS & SELF-DIRECTED JOB SEARCH	DAILY IBM KENEXA MS OFFICE TUTORIALS/TESTINGS, PRE-EMPLOYMENT ASSESSMENT TOOLS & SELF-DIRECTED JOB SEARCH	INTERVIEW PRACTICE (by appointment) 9AM - 12PM ¹
RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM ⁴	MS WORD FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM ⁵	MS WORD FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM ⁶	NEXT-STEPS EMPLOYMENT ADVISOR (by appointment) 9AM – 4PM GETTING THE NEW CPA ACCOUNTING DESIGNATION A Presentation by CPA Canada 1-2:30PM ⁷	INTERVIEW PRACTICE (by appointment) 9AM - 12PM ⁸
RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM ¹¹	MS EXCEL FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM ¹²	MS EXCEL FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM ¹³	DAILY IBM KENEXA MS OFFICE TUTORIALS/TESTINGS, PRE-EMPLOYMENT ASSESSMENT TOOLS & SELF-DIRECTED JOB SEARCH ¹⁴	INTERVIEW PRACTICE (by appointment) 9AM - 12PM ¹⁵
FAMILY DAY SCEA CLOSED 	RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM ¹⁹	MS WORD FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM ²⁰	MS WORD FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM ²¹	INTERVIEW PRACTICE (by appointment) 9AM - 12PM ²²
RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM MS EXCEL FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM ²⁵	MS EXCEL FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM ²⁶	SCEA CAREER & JOB FAIR 11AM – 2PM https://goo.gl/forms/f3OYaBDdweFmWEcu1 	MS POWERPOINT PRESENTATIONS 9AM – 2:30PM (INTRO TO OUTLOOK) 2:45PM – 4PM ²⁸	DAILY IBM KENEXA MS OFFICE TUTORIALS/TESTINGS, PRE-EMPLOYMENT ASSESSMENT TOOLS & SELF-DIRECTED JOB SEARCH

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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Government of Ontario.

TdsbCommunityServices

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**Scarborough Centre for
Employment Accessibility**
3495 Lawrence Avenue East, Unit 203, Cedarbrae Mall -2nd Floor
Toronto, Ontario M1H 1B3
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

February 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.

February 7 - Getting the New CPA Accounting Designation: Learn about the new designation as efforts continue to unite Canada's accounting profession under the CPA banner.

February 27 – SCEA CAREER & JOB FAIR: Meet with employers and employment agencies hiring for permanent and short-term opportunities. **3495 Lawrence Avenue East, Unit 203, from 11AM-2PM (***Please Register Online or Call 416 396 8100/8101***)** *Must bring SIN Card, Government Issued piece of ID and Resumes. ASL Interpreters are available with advance notice.*

EMPLOYMENT SKILLS WORKSHOPS

February 1, 8, 15, & 22 - 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.

February 4, 11, 19, & 25 - 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

February 5&6; 20&21 - 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.

February 12&13; 25&26 - 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.

February 28 - 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.

February 28 - 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.

OTHER SERVICES

****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.