

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



MARCH 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
RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM	MS WORD FOR YOUR JOB SEARCH (parts 1-2) 9AM - 4PM	MS WORD FOR YOUR JOB SEARCH (parts 3-4) 9AM - 4PM	DAILY IBM KENEXA MS OFFICE TUTORIALS/TESTINGS, PRE-EMPLOYMENT ASSESSMENT TOOLS & SELF-DIRECTED JOB SEARCH	INTERVIEW PRACTICE (by appointment) 9AM - 12PM NEWCOMER SERVICES FREE TAX CLINIC (by Appointment) 10AM - 1:30PM
RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM	MS EXCEL FOR YOUR JOB SEARCH (parts 1-2) 9AM - 4PM	MS EXCEL FOR YOUR JOB SEARCH (parts 3-4) 9AM - 4PM IRSC CSR HIRING EVENT 10AM - 12PM	COPING WITH FINANCIAL STRESS INFORMATION SESSION - Presented by Consolidated Credit 1:30-3PM	INTERVIEW PRACTICE (by appointment) 9AM - 12PM NEWCOMER SERVICES FREE TAX CLINIC (by Appointment) 10AM - 1:30PM
RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM	MS WORD FOR YOUR JOB SEARCH (parts 1-2) 9AM - 4PM	MS WORD FOR YOUR JOB SEARCH (parts 3-4) 9AM - 4PM	NEWCOMER SERVICES FREE TAX CLINIC (by Appointment) 10AM - 1:30PM	INTERVIEW PRACTICE (by appointment) 9AM - 12PM TDSB RECRUITMENT INFORMATION SESSION FOR PART TIME CUSTODIANS 11AM - 1PM
RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM	MS EXCEL FOR YOUR JOB SEARCH (parts 1-2) 9AM - 4PM	MS EXCEL FOR YOUR JOB SEARCH (parts 3-4) 9AM - 4PM	MS POWERPOINT PRESENTATIONS 9AM - 2:30PM (INTRO TO OUTLOOK) 2:45PM - 4PM	INTERVIEW PRACTICE (by appointment) 9AM - 12PM NEWCOMER SERVICES FREE TAX CLINIC (by Appointment) 10AM - 1:30PM

Scarborough Centre for Employment Accessibility
 3495 Lawrence Avenue East, Unit 203
 (Cedarbrae Mall, 2nd Floor - Upper Level Parking)
 Email: scea@tdsb.on.ca • Website: www.AccessibleERC.com
 416-396-8100 | 416-396-8101

Operated by



Ontario

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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

March 8, 15, 21, & 29 - Newcomer Services Free Tax Clinic by Appointment: Get help in completing your Income Tax. Income Tax Program provided by the Community Volunteer - (Canada Revenue Agency approved). Please call to register for a 45 minute session.

March 13, 2019 – IRSC Customer Service Representatives Hiring Event: Integrated Recovery Solutions Corp. will be recruiting and conducting on-site interviews for qualified candidates. Please call to register.

March 14 - Coping with Financial Stress – Learn how to work towards financial freedom with strategies to put an end to financial stress and worry.

March 22 - TDSB Recruitment Information Session for part-time Custodians: Information on how to apply for part-time Custodian positions (Caretakers/Cleaners) working with the Toronto District School Board.

EMPLOYMENT SKILLS WORKSHOPS

March 1, 8, 15, 22, & 29 - 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.

March 4, 11, 18, & 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

March 5&6; 19&20 - 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.

March 12&13; 26&27 - 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.

March 29 - 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.

March 29 - 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.

****SCEA offers the following accessible software and devices for use: Dragon Naturally Speaking; ZoomText; FM Assistive Listening System; 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.