


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



JUNE 2021 ONLINE CALENDAR

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

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
DAILY ONLINE MS OFFICE TUTORIALS/TESTING & PRE-EMPLOYMENT ASSESSMENT TOOLS TO REGISTER	ONLINE MS EXCEL FOR YOUR JOB SEARCH PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) TO REGISTER	ONLINE - MS OFFICE TUTORIALS/TESTING & PRE-EMPLOYMENT ASSESSMENT TOOLS TO REGISTER	RESUME & COVER LETTER REVIEWS & UPDATES TO REGISTER CPA ONTARIO INFORMATION SESSION TO REGISTER	ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION (Instructor Led) TO REGISTER
7	8	9	10	11
ONLINE MS WORD FOR YOUR JOB SEARCH PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) TO REGISTER	ONLINE MS EXCEL FOR YOUR JOB SEARCH PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) TO REGISTER	ONLINE - MS OFFICE TUTORIALS/TESTING & PRE-EMPLOYMENT ASSESSMENT TOOLS TO REGISTER	HOSPITALITY CAREER PATHWAY INFO SESSION 10-11AM INTERVIEW PRACTICE (NEW) WORKSHOP (Instructor Led) 10-11:30AM RESUME & COVER LETTER REVIEWS & UPDATES TO REGISTER	ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION (Instructor Led) TO REGISTER
14	15	16	17	18
ONLINE MS WORD FOR YOUR JOB SEARCH PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) TO REGISTER	ONLINE MS EXCEL FOR YOUR JOB SEARCH PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) TO REGISTER	LINKEDIN FOR YOUR JOB SEARCH (NEW) (Must have LinkedIn Account) PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) TO REGISTER	RESUME & COVER LETTER REVIEWS & UPDATES TO REGISTER CPA ONTARIO INFORMATION SESSION TO REGISTER	ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION (Instructor Led) TO REGISTER
21	22	23	24	25
ONLINE MS WORD FOR YOUR JOB SEARCH (Parts 3&4) PART 3: 11AM-12:30PM PART 4: 1-2:30PM (Instructor Led) REGISTER	ONLINE MS EXCEL FOR YOUR JOB SEARCH NEW (Advance Pivot Tables/Charts & Dashboard) PART 3: 11AM-12:30PM PART 4: 1-2:30PM (Instructor Led) TO REGISTER	ONLINE - MS OFFICE TUTORIALS/TESTING & PRE-EMPLOYMENT ASSESSMENT TOOLS TO REGISTER	RESUME & COVER LETTER REVIEWS & UPDATES TO REGISTER MS POWERPOINT PRESENTATION 10AM-12PM TO REGISTER	ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION (Instructor Led) TO REGISTER
28	29	30		
ONLINE MS WORD FOR YOUR JOB SEARCH PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) TO REGISTER	ONLINE MS EXCEL FOR YOUR JOB SEARCH PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) TO REGISTER	DAILY ONLINE MS OFFICE TUTORIALS/TESTING & PRE-EMPLOYMENT ASSESSMENT TOOLS TO REGISTER		DAILY ONLINE MS OFFICE TUTORIALS/TESTING & PRE-EMPLOYMENT ASSESSMENT TOOLS TO REGISTER

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


**EMPLOYMENT
ONTARIO**

Canada

Ontario

Operated by
Toronto District School Board

This project is funded in part by the Government of Canada and the

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SPECIAL EVENTS:

Hospitality Career Pathway Information Session: FREE 8-Week Online Training Program. Residents of Ontario including newcomers, Ontario Works, and Persons with Disabilities.

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.

MS Excel (Advance – (Pivot Tables, Charts and Dashboards): An edge to qualify for some of today's top job opportunities.

LinkedIn for your Job Search: ***Must have a LinkedIn Account*** Learn how to improve your LinkedIn profile and navigate for job/career search.

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>

<https://www.gojobs.gov.on.ca/Pages/JumpStart.aspx#Internships> (Ontario Internships & Co-ops)

Toronto District School Board (TDSB) Opportunities:

[Insurance Claims Coordinator & Insurance/Enterprise Risk Positions](#)

[TDSB - Technical Coordinator, Student Transportation](#)

[TDSB Replacement Staff - Cafeteria General Support](#)

[TDSB Replacement Staff - Food Program Assistant](#)

[TDSB - School Based Safety Monitor](#)

[TDSB Replacement Staff - Designated Early Childhood Educator](#)

COMMUNITY PARTNERS EVENTS:

TTC and The Toronto Public Library are working together to provide complimentary PRESTO Cards to people who do not yet have one or may face challenges purchasing one. For more information, please visit tpl.ca/presto or call 416 397 5981.