



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



APRIL 2019

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

Monday	Tuesday	Wednesday	Thursday	Friday
1 RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM	2 MS WORD FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM	3 MS WORD FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM	4 DAILY IBM KENEXA MS OFFICE TUTORIALS/TESTINGS, PRE- EMPLOYMENT ASSESSMENT TOOLS & SELF-DIRECTED JOB SEARCH	5 INTERVIEW PRACTICE (by appointment) 9AM - 12PM NEWCOMER SERVICES FREE TAX CLINIC (by Appointment) 10AM – 1:30PM
8 RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM	9 MS EXCEL FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM	10 MS EXCEL FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM	11 SELF-EMPLOYMENT/SMALL BUSINESS INFORMATION SESSION (Presented by Catholic Cross-cultural Services) 10-11:30AM	12 INTERVIEW PRACTICE (by appointment) 9AM - 12PM NEWCOMER SERVICES FREE TAX CLINIC (by Appointment) 10AM – 1:30PM
15 RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM	16 MS WORD FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM	17 MS WORD FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM	18 DAILY IBM KENEXA MS OFFICE TUTORIALS/TESTINGS, PRE- EMPLOYMENT ASSESSMENT TOOLS & SELF-DIRECTED JOB SEARCH	19 GOOD FRIDAY SCEA IS CLOSED 
22 EASTER MONDAY SCEA IS OPEN 	23 MS EXCEL FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM	24 MS EXCEL FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM	25 FIND YOUR PATH TO THE CPA ACCOUNTING DESIGNATION A Presentation by CPA Canada 1-2:30PM	26 INTERVIEW PRACTICE (by appointment) 9AM - 12PM NEWCOMER SERVICES FREE TAX CLINIC (by Appointment) 10AM – 1:30PM
29 RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM	30 MS POWERPOINT PRESENTATIONS 9AM – 2:30PM (INTRO TO OUTLOOK) 2:45PM – 4PM	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

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 – **New Location**
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

April 11 – Self Employment/Small Business Information Session: *New to Canada and want to learn about opening your own business? Get information on how to get support to start working for yourself with Self Employment/Small Business. Presented by the Catholic Cross Cultural Services.

April 25 - Find your Path to the CPA Accounting Designation: Get an overview of the CPA Certification Program, and steps to get started on your path to career success as a Chartered Professional Accountant.

April 5, 12, & 26 - 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.

EMPLOYMENT SKILLS WORKSHOPS

April 1,8,15, &29 - 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.**

April 5, 12, &26 - 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.

COMPUTER SKILLS WORKSHOPS

April 2&3; 16&17 - 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.

April 9&10; 23&24 - 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.

April 30 - 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.

April 30 - 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 devices and software for use: Dragon Naturally Speaking; ZoomText; SARA CE Scanning/Reading Appliance Camera, Sonocent Audio NoteTaker, Audio Support Assistive Listening System ****

SCEA has Kenexa Provelt Testing 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.