

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



JUNE 2019

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

Monday	Tuesday	Wednesday	Thursday	Friday
3 RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM	4 MS WORD FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM	5 SPRING CAREER & JOB FAIR (@ Toronto Library – Cedarbrae Branch) 11AM – 2PM https://forms.gle/croRZsAJHLKmPCyd6 MS WORD FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM	6 DAILY IBM KENEXA MS OFFICE TUTORIALS/TESTINGS, PRE- EMPLOYMENT ASSESSMENT TOOLS & SELF-DIRECTED JOB SEARCH	7 INTERVIEW PRACTICE (by appointment) 9AM - 12PM
10 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 SCEA INFORMATION SESSION 1:30-3:00PM	14 INTERVIEW PRACTICE (by appointment) 9AM - 12PM
17 RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM	18 MS WORD FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM	19 MS WORD FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM	20 FIND YOUR PATH TO THE CPA ACCOUNTING DESIGNATION A Presentation by CPA Canada 1-2:30PM	21 INTERVIEW PRACTICE (by appointment) 9AM - 12PM
24 RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM	25 MS EXCEL FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM	26 MS EXCEL FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM	27 MS POWERPOINT PRESENTATIONS 9AM – 2:30PM (INTRO TO OUTLOOK) 2:45PM – 4PM	28 INTERVIEW PRACTICE (by appointment) 9AM - 12PM

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



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

June 5 - SPRING CAREER & JOB FAIR: Meet with employers and employment agencies hiring for permanent and short-term opportunities. **Toronto Library (Cedarbrae Branch) 545 Markham Road, 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.***

June 13 – SCEA Information Session: Find out about workshops available; accessible services; and how we can help you navigate available Employment Ontario services.

June 20 - 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.

EMPLOYMENT SKILLS WORKSHOPS

June 3, 10, 17, & 24 - 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.**

June 7, 14, 21, & 28 - 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

June 4&5; 18&19 - 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.

June 11&12; 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.

June 27 - 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.

June 27 - 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, 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.