


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



MAY 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	MS WORD FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM	MS WORD FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM	INTERVIEW PRACTICE (by appointment) 9AM - 12PM
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 1-2) 9AM – 4PM	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	BUDGETING MADE EASY Presented by Consolidated Credit 1:30-3PM	INTERVIEW PRACTICE (by appointment) 9AM - 12PM
VICTORIA DAY SCEA CLOSED  •Victoria's Day•	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 1-2) 9AM – 4PM	INTERVIEW PRACTICE (by appointment) 9AM - 12PM
RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM	MS ACCESS AS A JOB SEARCH TOOL (parts 1-2) 9AM – 4PM	MS ACCESS AS A JOB SEARCH TOOL (parts 2-4) 9AM – 4PM	MS POWERPOINT PRESENTATIONS 9AM – 2:30PM (INTRO TO OUTLOOK) 2:45PM – 4PM	INTERVIEW PRACTICE (by appointment) 9AM - 12PM

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



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

May 16 - Budgeting Made Easy (presented by Consolidated Credit): Learn how to successfully manage your money and avoid credit problems. Learn money management techniques that can put you in control of your money and help you to plan for a successful financial future.

EMPLOYMENT SKILLS WORKSHOPS

May 3, 10, 17, 24, & 31 - 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.

May 6, 13, 21, & 27- 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

May 1&2; 14&15 - 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.

May 7&8; 22&23 - 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.

May 28&29 - MS Access as a Job Search Tool (Parts 1-4): **Must have skills using MS Word and MS Excel* this* two-day computer tutorial teaches you to create databases, and how you could use ACCESS as part of your job search.

May 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.

May 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, 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.