



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



# NOVEMBER 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	ACCESS COMMUNITY CAPITAL FUND INFORMATION SESSION (Presented by ACCESS Community Capital Funds) 10AM - 12PM	INTERVIEW PRACTICE (by appointment) 9AM - 12PM
REMEMBRANCE DAY ("LEST WE FORGET")  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	LINKEDIN FOR YOUR JOB SEARCH (Must have LinkedIn Account) 9AM-4PM	INTERVIEW PRACTICE (by appointment) 9AM - 12PM
MS WORD FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM  RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM	MS WORD FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM	SCEA CAREER & JOB FAIR 11AM – 2PM <a href="https://forms.gle/croRZsAJHLKmpCyd6">https://forms.gle/croRZsAJHLKmpCyd6</a> 	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 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


## Scarborough Centre for Employment Accessibility

3495 Lawrence Avenue East, Unit 203

(Cedarbrae Mall, 2<sup>nd</sup> Floor – Upper Level Parking)

Email: [scea@tdsb.on.ca](mailto:scea@tdsb.on.ca) • Website: [www.AccessibleERC.com](http://www.AccessibleERC.com)

416-396-8100 | 416-396-8101

 TdsbCommunityServices

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Operated by



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Government of Ontario.



**Scarborough Centre for  
Employment Accessibility**  
3495 Lawrence Avenue East, Unit 203, Cedarbrae Mall -2<sup>nd</sup> 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**

**November 7 – Small Business Loans Information Session:** Need funds to start a business or re-launch your career in Canada? Find out if you qualify for Business of Foreign Credential Recognition Loans. You'll also learn about the Canadian credit system and how to establish good credit in Canada.

**November 20 – SCEA Career & Job Fair:** Meet with employers and employment agencies hiring for permanent and short-term opportunities (**\*\*\*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.\***

### REMINDER

Test your knowledge and experience using 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. Call to book an appointment.

**\*\*SCEA offers the following accessible devices and software for use: Dragon Naturally Speaking; ZoomText; SARA CE Scanning/Reading Appliance Camera, Audio Support Assistive Listening System\*\***

### EMPLOYMENT SKILLS WORKSHOPS

**November 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.

**November 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.**

**November 14 – LinkedIn for your Job Search:** **\*Must have a LinkedIn Account\*** Learn how to improve your LinkedIn profile and navigate for job/career search.

### COMPUTER SKILLS WORKSHOPS

**November 5&6; 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.

**November 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.

**November 28 - 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.

**November 28 - 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.