


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



OCTOBER 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	1 MS WORD FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4 PM	2 MS WORD FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM	3 FIND YOUR PATH TO THE CPA ACCOUNTING DESIGNATION A Presentation by CPA Canada 12-1:30PM	4 INTERVIEW PRACTICE (by appointment) 9AM - 12PM
7 RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM	8 MS EXCEL FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM	9 MS EXCEL FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM	10 DAILY IBM KENEXA MS OFFICE TUTORIALS/TESTINGS, PRE-EMPLOYMENT ASSESSMENT TOOLS & SELF-DIRECTED JOB SEARCH	11 INTERVIEW PRACTICE (by appointment) 9AM - 12PM
14 SCEA CLOSED  <i>Happy Thanksgiving! To You And Your Family</i>	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 INTERVIEW PRACTICE (by appointment) 9AM - 12PM
21 RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM	22 MS EXCEL FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM	23 MS EXCEL FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM	24 BUDGETING & COPING WITH FINANCIAL STRESS Presented by Consolidated Credit 1-2:30PM	25 INTERVIEW PRACTICE (by appointment) 9AM - 12PM
28 RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM	29 MS POWERPOINT PRESENTATIONS 9AM – 2:30PM (INTRO TO OUTLOOK) 2:45PM – 4PM	30 MS ACCESS AS A JOB SEARCH TOOL (parts 1-2) 9AM – 4PM	31 MS ACCESS AS A JOB SEARCH TOOL (parts 3-4) 9AM – 4PM	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 (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

October 3 - 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.

October 24 – Budgeting & Coping with Financial Stress: Learn about the benefits that of reducing your debts and how to create and use a budget

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, Sonocent Audio NoteTaker, Audio Support Assistive Listening System****

EMPLOYMENT SKILLS WORKSHOPS

October 4, 11, 18, & 25 - 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.

October 7, 15, 21, & 28- 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

October 1&2; 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.

October 8&9; 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.

October 29 - 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.

October 29 - 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.

October 30&31 - 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.