

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



SEPTEMBER 2019

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

Monday	Tuesday	Wednesday	Thursday	Friday
2 LABOUR DAY SCEA IS CLOSED 	3 RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM	4 MS WORD FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM	5 MS WORD FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM FIND YOUR PATH TO THE CPA ACCOUNTING DESIGNATION A Presentation by CPA Canada 12-1:30PM	6 INTERVIEW PRACTICE (by appointment) 9AM - 12PM
9 MS EXCEL FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM	10 MS EXCEL FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM	11  SCEA CAREER & JOB FAIR 11AM – 2PM https://forms.gle/croRZsAJHLKmpCyd6	12 DAILY IBM KENEXA MS OFFICE TUTORIALS/TESTINGS, PRE- EMPLOYMENT ASSESSMENT TOOLS & SELF-DIRECTED JOB SEARCH	13 INTERVIEW PRACTICE (by appointment) 9AM - 12PM
16 RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM	17 MS WORD FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM	18 MS WORD FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM	19 LINKEDIN FOR YOUR JOB SEARCH (Must have LinkedIn Account) 9AM-12PM	20 INTERVIEW PRACTICE (by appointment) 9AM - 12PM
23 RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM	24 MS EXCEL FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM	25 MS EXCEL FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM	26 MS POWERPOINT PRESENTATIONS 9AM – 2:30PM (INTRO TO OUTLOOK) 2:45PM – 4PM	27 INTERVIEW PRACTICE (by appointment) 9AM - 12PM
30 RESUME REVIEWS & JOB COACHING (by appointment) 1PM-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	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



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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
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

September 5 - 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.

September 11 – 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, Sonocent Audio NoteTaker, Audio Support Assistive Listening System****

EMPLOYMENT SKILLS WORKSHOPS

September 3, 9, 16, 23, & 30- 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.**

September 6, 13, 20, & 27 - 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.

September 19 – 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

September 4&5; 17&18 - 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.

September 9&10; 24&25 - 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.

September 26 - 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.

September 26 - 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.