



Available everyday: Online MS Office tutorials/testing & pre-employment assessment tools. [Register](#)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			<p>HAPPY BIRTHDAY CANADA! SCEA CLOSED</p> <p>1</p>	<p>ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION (Presented by Newcomer Services) REGISTER</p> <p>2</p>
<p>ONLINE MS WORD FOR YOUR JOB SEARCH PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) REGISTER</p> <p>5</p>	<p>ONLINE MS EXCEL FOR YOUR JOB SEARCH PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) REGISTER</p> <p>6</p>	<p>INTERVIEW PRACTICE (One-on-One Appointment) (NEW) REGISTER</p> <p>7</p>	<p>RESUME & COVER LETTER REVIEWS & UPDATES REGISTER</p> <p>MS POWERPOINT PRESENTATION 10AM-12PM REGISTER</p> <p>8</p>	<p>ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION (Presented by Newcomer Services) REGISTER</p> <p>9</p>
<p>ONLINE MS WORD FOR YOUR JOB SEARCH PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) REGISTER</p> <p>12</p>	<p>ONLINE MS EXCEL FOR YOUR JOB SEARCH NEW (Advance PivotTables /Charts & Dashboard) PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) REGISTER</p> <p>13</p>	<p>SCHOOL BUS DRIVERS HIRING EVENT (Presented by National Passenger Services) 10 – 11 AM REGISTER</p> <p>14</p>	<p>RESUME & COVER LETTER REVIEWS & UPDATES REGISTER</p> <p>CPA ONTARIO INFORMATION SESSION REGISTER</p> <p>15</p>	<p>NEXT-STEPS EMPLOYMENT ADVISOR (by appointment) REGISTER</p> <p>16</p>
<p>ONLINE MS WORD FOR YOUR JOB SEARCH (Parts 3&4) PART 3: 11AM-12:30PM PART 4: 1-2:30PM (Instructor Led) REGISTER</p> <p>19</p>	<p>ONLINE MS EXCEL FOR YOUR JOB SEARCH PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) REGISTER</p> <p>20</p>	<p>LINKEDIN FOR YOUR JOB SEARCH (NEW) (Must have LinkedIn Account) PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) REGISTER</p> <p>21</p>	<p>RESUME & COVER LETTER REVIEWS & UPDATES REGISTER</p> <p>INTRO TO ACCESSIBLE CONTENT TRAINING (Presented by OWLware) 10-11AM REGISTER</p> <p>22</p>	<p>ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION (Presented by Newcomer Services) REGISTER</p> <p>23</p>
<p>ONLINE MS WORD FOR YOUR JOB SEARCH PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) REGISTER</p> <p>26</p>	<p>ONLINE MS EXCEL FOR YOUR JOB SEARCH PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) REGISTER</p> <p>27</p>	<p>INTERVIEW PRACTICE WORKSHOP (Instructor Led) 10-11:30AM REGISTER</p> <p>28</p>	<p>RESUME & COVER LETTER REVIEWS & UPDATES REGISTER</p> <p>29</p>	<p>NEXT-STEPS EMPLOYMENT ADVISOR (by appointment) REGISTER</p> <p>30</p>

EVENTS ARE FREE. REGISTRATION REQUIRED.

Scarborough Centre for Employment Accessibility
3495 Lawrence Ave East, Unit 203
Cedarbrae Mall, 2nd Floor – Upper Level Parking
416-396-8100 | 416-396-8101 | scea@tdsb.on.ca

[f @TDSBCommunityServices](#) [t @TDSB_CS](#) [i @tdsb_cs](#)

To SIGN-UP, CALL:
416-396-8100 or
416-396-8101 or
scan/click QR code



SPECIAL EVENTS:

NEXT-STEPS Employment Advisor by Appointment: *Must bring SIN Card, Government Issued piece of ID and Resume* Meet online with an Employment Advisor to learn about eligibility for retraining and employment incentive programs.

MS Excel (Advance – (Pivot Tables, Charts and Dashboards): An edge to qualify for some of today's top job opportunities.

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

National Passenger Services Hiring Event: Meet with Employer to get information about applying for part-time School Bus Driver positions

INTRODUCTION TO ACCESSIBLE CONTENT (Presented by OWLware): Find out about Accessible Content Production Training Program which is an educational program for adults age 17+ and is a free 14-week instructor-led online course

REMINDER:

SCEA offers SHL TalentCentral Testing, which is a portfolio of over 1,000 Behavioral and Skills Assessments offering solutions in both Selection (pre-hire) and Developmental (post-hire) needs and are content validated to measure specific skills or knowledge. These solutions are available for many different job levels and industries in given domains which include:

1. **Software & Technical:** .NET Framework, Programming, Computer Languages, Adobe: Acrobat/ ColdFusion/ Dreamweaver/ Flash/ Illustrator/ InDesign/ Photoshop, MS Office: Word, Excel, Access, PowerPoint, Outlook)
2. **Administrative/Clerical:** Accounting Terminology, Accounts Payable and Receivable, QuickBooks, ADP Payroll, Advanced Auditing, Bookkeeping, Arithmetic, Office Math Skills, Office Skills, Data Entry, Typing, Reading, Writing, Languages, Logistics
3. **Financial:** Analyst/Management, Credit Management, Budget Management, Banking, Teller, Insurance
4. **Call Centre:** Inbound, Outbound Sales Skills, Collections, Customer Service Surveys
5. **Healthcare:** Occupational Therapy, Pharmaceutical; Dental Assistant, Medical Terminology, Medical Assistant, Nursing
6. **Industrial:** AutoCAD, Injection Moulding, Basic Industrial Blueprint Reading, Auto Mechanic, Plumbing, Electrical, HVAC, Carpentry
7. **Legal:** Assistant, Litigation, Paralegal, Filing
8. **Tutorials:** MS Office 2003 – 2016

EMPLOYMENT OPPORTUNITIES:

- <https://www.on.jobbank.gc.ca/findajob>
- **Toronto District School Board (TDSB) Opportunities:**
- [TDSB Administrative & Technical Positions](#)
- [TDSB Graduation Coach for Indigenous Students](#)
- [TDSB Educational Assistants](#)
- [TDSB Replacement Staff - Cafeteria General Support](#)
- [TDSB Replacement Staff - Food Program Assistant](#)
- [TDSB - School Based Safety Monitor](#)

COMMUNITY PARTNERS EVENTS:

TTC and The Toronto Public Library are working together to provide complimentary PRESTO Cards to people who do not yet have one or may face challenges purchasing one. For more information, please visit tpl.ca/presto or call 416 397 5981.