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| **Available everyday: Online MS Office tutorials/testing & pre-employment assessment tools.** [**Register**](file:///C%3A%5CUsers%5C270678%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CBKVCRJ2A%5CLinkhere.ca) |
| **MONDAY**  | **TUESDAY**  | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
|  |  |  |  | **1**ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION(Sessions by Newcomer Svs. - Instructor Led)[REGISTER](https://forms.gle/C1SqrHxr4TgSMAn28) |
| 4ONLINE MS WORD FOR YOUR JOB SEARCHPART 1: 11AM-12:30PMPART 2: 1-2:30PM(Instructor Led) [**REGISTER**](https://forms.gle/C1SqrHxr4TgSMAn28) | **5**ONLINE MS EXCEL FOR YOUR JOB SEARCHPART 1: 11AM-12:30PMPART 2: 1-2:30PM(Instructor Led)[REGISTER](https://forms.gle/C1SqrHxr4TgSMAn28) | **6**CPA ONTARIO INFORMATION SESSION[**REGISTER**](https://forms.gle/C1SqrHxr4TgSMAn28) | **7****RESUME & COVER LETTER REVIEWS & UPDATES**[**REGISTER**](https://forms.gle/C1SqrHxr4TgSMAn28) | 8ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION(Instructor Led)[**REGISTER**](https://forms.gle/C1SqrHxr4TgSMAn28) |
| **11****THANKSGIVING****SCEA CLOSED** | **12**ONLINE MS EXCEL FOR YOUR JOB SEARCHPART 1: 11AM-12:30PMPART 2: 1-2:30PM(Instructor Led)[**REGISTE**R](https://forms.gle/C1SqrHxr4TgSMAn28) | **13****INTERVIEW PRACTICE WORKSHOP** **(Instructor Led)** 10-11:30AM[**REGISTER**](https://forms.gle/C1SqrHxr4TgSMAn28) | **14****RESUME & COVER LETTER REVIEWS & UPDATES**[REGISTER](https://forms.gle/C1SqrHxr4TgSMAn28) | **15**ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION(Instructor Led)[**REGISTER**](https://forms.gle/C1SqrHxr4TgSMAn28) |
| **18**ONLINE MS WORD FOR YOUR JOB SEARCHPART 1: 11AM-12:30PMPART 2: 1-2:30PM(Instructor Led) [**REGISTER**](https://forms.gle/C1SqrHxr4TgSMAn28) | **19**ONLINE MS EXCEL FOR YOUR JOB SEARCHPART 1: 11AM-12:30PMPART 2: 1-2:30PM(Instructor Led)[**REGISTER**](https://forms.gle/C1SqrHxr4TgSMAn28) | **20**NEXT-STEPS EMPLOYMENTADVISOR(by appointment)[**REGISTER**](https://forms.gle/C1SqrHxr4TgSMAn28) | **21****RESUME & COVER LETTER REVIEWS & UPDATES**[REGISTER](https://forms.gle/C1SqrHxr4TgSMAn28)MS POWERPOINT PRESENTATION10AM-12PM [**REGISTER**](https://forms.gle/C1SqrHxr4TgSMAn28) | **22**ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION(Instructor Led)[**REGISTER**](https://forms.gle/C1SqrHxr4TgSMAn28) |
| **25**ONLINE MS WORD FOR YOUR JOB SEARCH (Parts 3 & 4)PART 3: 11AM-12:30PMPART 4: 1-2:30PM(Instructor Led) [**REGISTER**](https://forms.gle/C1SqrHxr4TgSMAn28) | **26**ONLINE MS EXCEL FOR YOUR JOB SEARCHPART 3: 11AM-12:30PMPART 4: 1-2:30PM(Instructor Led) [**REGISTER**](https://forms.gle/C1SqrHxr4TgSMAn28) | **27**ONLINE MS EXCEL FOR YOUR JOB SEARCH NEW(Advance PivotTables /Charts & Dashboard)PART 1: 11AM-12:30PMPART 2: 1-2:30PM(Instructor Led) [**REGISTER**](https://forms.gle/C1SqrHxr4TgSMAn28) | **28****RESUME & COVER LETTER REVIEWS & UPDATES**[REGISTER](https://forms.gle/C1SqrHxr4TgSMAn28) | **29**ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION(Instructor Led)[**REGISTER**](https://forms.gle/C1SqrHxr4TgSMAn28) |
| **EVENTS ARE FREE. REGISTRATION REQUIRED.**Scarborough Centre for Employment Accessibility3495 Lawrence Ave East, Unit 203Cedarbrae Mall, 2nd Floor – Upper Level Parking416-396-8100 | 416-396-8101 | scea@tdsb.on.ca Facebook icon [@TDSBCommunityServices](https://www.facebook.com/TdsbCommunityServices/) Twitter icon [@TDSB\_CS](https://twitter.com/TDSB_CS) Instagram icon [@tdsb\_cs](https://www.instagram.com/tdsb_cs/) | **QR code** **To SIGN-UP, CALL: 416-396-8100 or416-396-8101 or scan/click QR code** |

 WORKSHOPs Calendar:  **OCTOBER 2021**

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.

**Online Citizenship Preparation Sessions (Instructor Led)**: Must Register to attend online sessions.

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.tdsb.on.ca/Community/Community-Services/Current-Job-Postings>
* <https://www.on.jobbank.gc.ca/findajob>

COMMUNITY PARTNERS EVENTS:

* YMCA Food Services (5637 Finch Avenue East): every Tuesday from 1-4PM