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| --- | --- | --- | --- | --- | --- |
| **Available everyday: Online MS Office tutorials/testing & pre-employment assessment tools.** [**Register**](file:///C:\Users\270678\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\BKVCRJ2A\Linkhere.ca) | | | | | |
| **MONDAY** | **TUESDAY** | **WEDNESDAY** | | **THURSDAY** | **FRIDAY** |
|  |  |  | |  | **1**  ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION  (Sessions by Newcomer Svs. - Instructor Led)  [REGISTER](https://forms.gle/C1SqrHxr4TgSMAn28) |
| 4  ONLINE MS WORD FOR YOUR JOB SEARCH  PART 1: 11AM-12:30PM  PART 2: 1-2:30PM  (Instructor Led)  [**REGISTER**](https://forms.gle/C1SqrHxr4TgSMAn28) | **5**  ONLINE MS EXCEL FOR YOUR JOB SEARCH  PART 1: 11AM-12:30PM  PART 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) | 8  ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION  (Instructor Led)  [**REGISTER**](https://forms.gle/C1SqrHxr4TgSMAn28) |
| **11**  **THANKSGIVING**  **SCEA CLOSED** | **12**  ONLINE MS EXCEL FOR YOUR JOB SEARCH  PART 1: 11AM-12:30PM  PART 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 SEARCH  PART 1: 11AM-12:30PM  PART 2: 1-2:30PM  (Instructor Led)  [**REGISTER**](https://forms.gle/C1SqrHxr4TgSMAn28) | **19**  ONLINE MS EXCEL FOR YOUR JOB SEARCH  PART 1: 11AM-12:30PM  PART 2: 1-2:30PM  (Instructor Led)  [**REGISTER**](https://forms.gle/C1SqrHxr4TgSMAn28) | **20**  NEXT-STEPS EMPLOYMENT  ADVISOR  (by appointment)  [**REGISTER**](https://forms.gle/C1SqrHxr4TgSMAn28) | | **21**  **RESUME & COVER LETTER REVIEWS & UPDATES**  [REGISTER](https://forms.gle/C1SqrHxr4TgSMAn28)  MS POWERPOINT PRESENTATION  10AM-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-12:30PM  PART 4: 1-2:30PM  (Instructor Led)  [**REGISTER**](https://forms.gle/C1SqrHxr4TgSMAn28) | **26**  ONLINE MS EXCEL FOR YOUR JOB SEARCH  PART 3: 11AM-12:30PM  PART 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-12:30PM  PART 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 Accessibility 3495 Lawrence Ave East, Unit 203  Cedarbrae Mall, 2nd Floor – Upper Level Parking 416-396-8100 | 416-396-8101 | [scea@tdsb.on.ca](mailto: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](https://docs.google.com/forms/d/e/1FAIpQLSdDnb4yrizrcy0CXXeqFQuIV1rUDP7pyGFPngXtlofvugo0Eg/viewform)**  **To SIGN-UP, CALL:  416-396-8100 or 416-396-8101 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