

WORKSHOPS CALENDAR: AUGUST 2022

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 CIVIC HOLIDAY SCEA CLOSED	2	3 CPA ONTARIO INFORMATION SESSION REGISTER	4 RESUME & COVER LETTER REVIEWS & UPDATES REGISTER	5 NEXT-STEPS EMPLOYMENT ADVISOR (by appointment) REGISTER
8 ONLINE MS WORD FOR YOUR JOB SEARCH PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) REGISTER	9 ONLINE MS EXCEL FOR YOUR JOB SEARCH PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) REGISTER	10 DO YOU NEED A LOW-COST COMPUTERS OR LAPTOPS? RCT INFORMATION SESSION Presented by Renewed Computer Technology 10:00-11:00AM REGISTER	11 RESUME & COVER LETTER REVIEWS & UPDATES REGISTER ZOOM HOW-TO FOR JOB SEARCH WORKSHOP 10-11:30AM REGISTER	12 ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION (Instructor Led) REGISTER
15 ONLINE MS WORD FOR YOUR JOB SEARCH (Parts 3 & 4) PART 3: 11AM-12:30PM PART 4: 1-2:30PM (Instructor Led) REGISTER FREE BUSINESS OFFICE SKILLS & RETAIL AND CUSTOMER SERVICE SKILLS PROGRAM INFO SESSION (Presented by New Circles) 10:30-11:30AM REGISTER	16 ONLINE MS EXCEL FOR YOUR JOB SEARCH PART 3: 11AM-12:30PM PART 4: 1-2:30PM (Instructor Led) REGISTER	17 ONLINE MS EXCEL FOR YOUR JOB SEARCH (Advance PivotTables /Charts & Dashboard) PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) REGISTER	18 RESUME & COVER LETTER REVIEWS & UPDATES REGISTER INTERVIEW PRACTICE WORKSHOP (Instructor Led) 10-11:30AM REGISTER	19 NEXT-STEPS EMPLOYMENT ADVISOR (By appointment) REGISTER
22 ONLINE MS WORD FOR YOUR JOB SEARCH PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) REGISTER	23 ONLINE MS EXCEL FOR YOUR JOB SEARCH PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) REGISTER	24 LINKEDIN FOR YOUR JOB SEARCH PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) REGISTER	25 RESUME & COVER LETTER REVIEWS & UPDATES REGISTER MS POWERPOINT PRESENTATION 10AM-12PM REGISTER	26 ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION (Instructor Led) REGISTER
29 ONLINE MS WORD FOR YOUR JOB SEARCH (Parts 3 & 4) PART 3: 11AM-12:30PM PART 4: 1-2:30PM (Instructor Led) REGISTER	30 ONLINE MS EXCEL FOR YOUR JOB SEARCH PART 3: 11AM-12:30PM PART 4: 1-2:30PM (Instructor Led) REGISTER	31 CPA ONTARIO INFORMATION SESSION REGISTER		
EVENTS ARE FREE. REGISTRATION REQUIRED. Scarborough Centre for Employment Accessibility 3495 Lawrence Ave East, Unit 203 Cedarbrae Mall, 2 nd Floor – Upper Level Parking 416-396-8100 416-396-8101 scea@tdsb.on.ca f @TDSBCommunityServices @TDSB_CS @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.

LOW-COST COMPUTERS & LAPTOPS - presented by Renewed Computer Technology: Learn the process of qualifying to purchase computers and laptops.

New Circles Business Office Skills & Retail and Customer Service Training Program Information Session: 12-week online classroom training and how to get hands-on experience.

REMINDER:

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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>
- <https://www.gojobs.gov.on.ca/Search.aspx>