



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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	<p>1</p> <p>ONLINE MS EXCEL FOR YOUR JOB SEARCH PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) REGISTER</p>	<p>2</p> <p>CPA ONTARIO INFORMATION SESSION ZOOM HOW-TO WORKSHOP (NEW) 10-11:30AM REGISTER</p>	<p>3</p> <p>RESUME & COVER LETTER REVIEWS & UPDATES REGISTER</p>	<p>4</p> <p>ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION (Sessions by Newcomer Svs. - Instructor Led) REGISTER</p>
<p>7</p> <p>ONLINE MS WORD FOR YOUR JOB SEARCH PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) REGISTER</p>	<p>8</p> <p>ONLINE MS EXCEL FOR YOUR JOB SEARCH PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) REGISTER</p>	<p>9</p> <p>INTERVIEW PRACTICE WORKSHOP (Instructor Led) 10-11:30AM REGISTER</p>	<p>10</p> <p>RESUME & COVER LETTER REVIEWS & UPDATES REGISTER</p>	<p>11</p> <p>NEXT-STEPS EMPLOYMENT ADVISOR (by appointment) REGISTER</p>
<p>14</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>15</p> <p>ONLINE MS EXCEL FOR YOUR JOB SEARCH PART 3: 11AM-12:30PM PART 4: 1-2:30PM (Instructor Led) REGISTER</p>	<p>16</p> <p>ONLINE MS EXCEL FOR YOUR JOB SEARCH (Advance PivotTables /Charts & Dashboard) PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) REGISTER</p>	<p>17</p> <p>RESUME & COVER LETTER REVIEWS & UPDATES REGISTER RETAIL & CUSTOMER SERVICE SKILLS PROGRAM INFO SESSION (Presented by New Circle) 10:30-11:30AM</p>	<p>18</p> <p>ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION (Sessions by Newcomer Svs. - Instructor Led) REGISTER</p>
<p>21</p> <p>SCEA CLOSED FAMILY DAY</p>	<p>22</p> <p>ONLINE MS EXCEL FOR YOUR JOB SEARCH PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) REGISTER</p>	<p>23</p> <p>LINKEDIN FOR YOUR JOB SEARCH PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) REGISTER</p>	<p>24</p> <p>RESUME & COVER LETTER REVIEWS & UPDATES REGISTER MS POWERPOINT PRESENTATION 10AM-12PM</p>	<p>25</p> <p>ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION (Sessions by Newcomer Svs. - Instructor Led) REGISTER</p>
<p>28</p> <p>ONLINE MS WORD FOR YOUR JOB SEARCH PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) REGISTER</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.

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

ZOOM How-to for Interviews Workshop: Learn how to use Zoom for your job search

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 Website to apply for new positions:
www.tdsb.on.ca – Employment