

# WORKSHOPS CALENDAR: JULY, 2022

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 CANADA DAY SCEA CLOSED
4 <b>ONLINE MS WORD FOR YOUR JOB SEARCH</b> PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) <a href="#">REGISTER</a>	5 <b>ONLINE MS EXCEL FOR YOUR JOB SEARCH</b> PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) <a href="#">REGISTER</a>	6 <b>NEXT-STEPS EMPLOYMENT ADVISOR</b> (by appointment) <a href="#">REGISTER</a>	7 <b>RESUME &amp; COVER LETTER REVIEWS &amp; UPDATES</b> <a href="#">REGISTER</a>  <b>ZOOM HOW-TO FOR JOB SEARCH WORKSHOP</b> 10-11:30AM <a href="#">REGISTER</a>	8 <b>ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION</b> (Instructor Led) <a href="#">REGISTER</a>
11 <b>ONLINE MS WORD FOR YOUR JOB SEARCH</b> (Parts 3 & 4) PART 3: 11AM-12:30PM PART 4: 1-2:30PM (Instructor Led) <a href="#">REGISTER</a>	12 <b>ONLINE MS EXCEL FOR YOUR JOB SEARCH</b> PART 3: 11AM-12:30PM PART 4: 1-2:30PM (Instructor Led) <a href="#">REGISTER</a>	13 <b>ONLINE MS EXCEL FOR YOUR JOB SEARCH</b> (Advance PivotTables /Charts & Dashboard) PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) <a href="#">REGISTER</a>	14 <b>RESUME &amp; COVER LETTER REVIEWS &amp; UPDATES</b> <a href="#">REGISTER</a>	15 <b>NEXT-STEPS EMPLOYMENT ADVISOR</b> (By appointment) <a href="#">REGISTER</a>
18 <b>ONLINE MS WORD FOR YOUR JOB SEARCH</b> PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) <a href="#">REGISTER</a>	19 <b>ONLINE MS EXCEL FOR YOUR JOB SEARCH</b> PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) <a href="#">REGISTER</a>	20 <b>LINKEDIN FOR YOUR JOB SEARCH</b> PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) <a href="#">REGISTER</a>	21 <b>RESUME &amp; COVER LETTER REVIEWS &amp; UPDATES</b> <a href="#">REGISTER</a>  <b>MS POWERPOINT PRESENTATION</b> 10AM-12PM <a href="#">REGISTER</a>	22 <b>ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION</b> (Instructor Led) <a href="#">REGISTER</a>
25 <b>ONLINE MS WORD FOR YOUR JOB SEARCH</b> (Parts 3 & 4) PART 3: 11AM-12:30PM PART 4: 1-2:30PM (Instructor Led) <a href="#">REGISTER</a>	26 <b>ONLINE MS EXCEL FOR YOUR JOB SEARCH</b> PART 3: 11AM-12:30PM PART 4: 1-2:30PM (Instructor Led) <a href="#">REGISTER</a>	27 <b>CPA ONTARIO INFORMATION SESSION</b> <a href="#">REGISTER</a>	28 <b>RESUME &amp; COVER LETTER REVIEWS &amp; UPDATES</b> <a href="#">REGISTER</a>  <b>INTERVIEW PRACTICE WORKSHOP</b> (Instructor Led) 10-11:30AM <a href="#">REGISTER</a>	29 <b>NEXT-STEPS EMPLOYMENT ADVISOR</b> (by appointment) <a href="#">REGISTER</a>
<b>EVENTS ARE FREE. REGISTRATION REQUIRED.</b> Scarborough Centre for Employment Accessibility 3495 Lawrence Ave East, Unit 203 Cedarbrae Mall, 2 <sup>nd</sup> Floor – Upper Level Parking 416-396-8100   416-396-8101   <a href="mailto:scea@tdsb.on.ca">scea@tdsb.on.ca</a>  @TDSBCommunityServices  @TDSB_CS  @tdsb_cs			<b>To SIGN-UP, CALL:</b> 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.

## 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>