

# WORKSHOPS CALENDAR: OCTOBER 2023

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<sup>2</sup> <b>ONLINE MS WORD FOR YOUR JOB SEARCH (Parts 3 &amp; 4)</b> PART 3: 11AM-12:30PM PART 4: 1-2:30PM (Instructor Led) <a href="#">REGISTER</a>	<sup>3</sup> <b>ONLINE MS EXCEL FOR YOUR JOB SEARCH (Parts 3 &amp; 4)</b> PART 3: 11AM-12:30PM PART 4: 1-2:30PM (Instructor Led) <a href="#">REGISTER</a>	<sup>4</sup> <b>ONLINE WORKERS HEALTH &amp; SAFETY AWARE IN 4 STEPS WITH CERTIFICATE</b> <a href="#">REGISTER</a>	<sup>5</sup> <b>ZOOM HOW-TO FOR JOB SEARCH WORKSHOP</b> 10-11:30AM <a href="#">REGISTER</a>	<sup>6</sup> <b>NEXT-STEPS EMPLOYMENT ADVISOR</b> (By appointment) <a href="#">REGISTER</a>
<sup>9</sup> <b>THANKSGIVING HOLIDAY</b> <b>SCEA CLOSED</b>	<sup>10</sup> <b>CPA ONTARIO INFORMATION SESSION</b> <a href="#">REGISTER</a>  <b>ONLINE WORKPLACE HAZARD MATERIAL INFORMATION SYSTEM (WHMIS) TRAINING</b> <a href="#">REGISTER</a>	<sup>11</sup> <b>LINKEDIN FOR YOUR JOB SEARCH</b> PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) <a href="#">REGISTER</a>	<sup>12</sup> <b>INTERVIEW PRACTICE WORKSHOP</b> (Instructor Led) 10-11:30AM <a href="#">REGISTER</a>  <b>RESUME &amp; COVER LETTER REVIEWS &amp; UPDATES</b> <a href="#">REGISTER</a>	<sup>13</sup> <b>ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION</b> (Sessions by Newcomer Svs. - Instructor Led) <a href="#">REGISTER</a>
<sup>16</sup> <b>ONLINE MS WORD FOR YOUR JOB SEARCH (Parts 1 &amp; 2)</b> PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) <a href="#">REGISTER</a>	<sup>17</sup> <b>ONLINE MS EXCEL FOR YOUR JOB SEARCH (Parts 1 &amp; 2)</b> PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) <a href="#">REGISTER</a>	<sup>18</sup> <b>MS POWERPOINT PRESENTATION</b> 10AM-12PM <a href="#">REGISTER</a>  <b>ONLINE WORKPLACE HAZARD MATERIAL INFORMATION SYSTEM (WHMIS) TRAINING</b> <a href="#">REGISTER</a>	<sup>19</sup> <b>RESUME &amp; COVER LETTER REVIEWS &amp; UPDATES</b> <a href="#">REGISTER</a>  <b>ONLINE WORKERS HEALTH &amp; SAFETY AWARE IN 4 STEPS WITH CERTIFICATE</b> <a href="#">REGISTER</a>	<sup>20</sup> <b>NEXT-STEPS EMPLOYMENT ADVISOR</b> (By appointment) <a href="#">REGISTER</a>  <b>ONLINE ACCESSIBILITY FOR ONTARIANS WITH DISABILITY (AODA) TRAINING</b> <a href="#">REGISTER</a>
<sup>23</sup> <b>ONLINE MS WORD FOR YOUR JOB SEARCH (Parts 3 &amp; 4)</b> PART 3: 11AM-12:30PM PART 4: 1-2:30PM (Instructor Led) <a href="#">REGISTER</a>	<sup>24</sup> <b>ONLINE MS EXCEL FOR YOUR JOB SEARCH (Parts 3 &amp; 4)</b> PART 3: 11AM-12:30PM PART 4: 1-2:30PM (Instructor Led) <a href="#">REGISTER</a>	<sup>25</sup> <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>	<sup>26</sup> <b>RESUME &amp; COVER LETTER REVIEWS &amp; UPDATES</b> <a href="#">REGISTER</a>  <b>CPA ONTARIO INFORMATION SESSION</b> <a href="#">REGISTER</a>	<sup>27</sup> <b>ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION</b> (Sessions by Newcomer Svs. - Instructor Led) <a href="#">REGISTER</a>
<sup>30</sup> <b>ONLINE MS WORD FOR YOUR JOB SEARCH (Parts 1 &amp; 2)</b> PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) <a href="#">REGISTER</a>	<sup>31</sup> <b>ONLINE MS EXCEL FOR YOUR JOB SEARCH (Parts 1 &amp; 2)</b> PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) <a href="#">REGISTER</a>			

## EVENTS ARE FREE. REGISTRATION REQUIRED.

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 | [scea@tdsb.on.ca](https://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  
 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. [REGISTER](#)

**NEXT-STEPS Employment Pre-Recorded Employment Ready Videos:** Each video will give you tips and tools to navigate the world of work, such as, How to deal with difficult people; Accomplishment Statements Examples; How to Convey Skills/Accomplishments/Achievements; Cover Letter Mistakes - [REGISTER](#)

**GPS your Career Demonstration Link:** With the changing world of work and job search, our goal to provide alternative tools to add to your job search repertoire. GPS for your Career presented by First Works is a pre-recorded demonstration video on how to use this FREE service. [REGISTER](#)

### Register for Links to Free Training:

- Certificate Version - Workers Health & Safety Awareness in 4 Steps: [REGISTER](#)
- Certificate Version – Workplace Hazard Material Information System (WHMIS) Training: [REGISTER](#)
- Certificate Version - AODA Training: [REGISTER](#)

## 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>

