

WORKSHOPS CALENDAR: SEPTEMBER 2023

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 NEXT-STEPS EMPLOYMENT ADVISOR (By appointment) REGISTER
4 LABOUR DAY SCEA CLOSED	5 ONLINE ACCESSIBILITY FOR ONTARIANS WITH DISABILITY (AODA) TRAINING REGISTER	6 CPA ONTARIO INFORMATION SESSION REGISTER	7 ONLINE WORKERS HEALTH & SAFETY AWARE IN 4 STEPS WITH CERTIFICATE REGISTER ZOOM HOW-TO FOR JOB SEARCH WORKSHOP 10-11:30AM REGISTER	8 ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION (Sessions by Newcomer Svs. - Instructor Led) REGISTER
11 ONLINE MS WORD FOR YOUR JOB SEARCH (Parts 1 & 2) PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) REGISTER	12 ONLINE MS EXCEL FOR YOUR JOB SEARCH (Parts 1 & 2) PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) REGISTER	13 LINKEDIN FOR YOUR JOB SEARCH PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) REGISTER	14 WORKPLACE HAZARD MATERIAL INFORMATION SYSTEM (WHMIS) TRAINING REGISTER INTERVIEW PRACTICE WORKSHOP (Instructor Led) 10-11:30AM REGISTER	15 NEXT-STEPS EMPLOYMENT ADVISOR (By appointment) REGISTER
18 ONLINE MS WORD FOR YOUR JOB SEARCH (Parts 3 & 4) PART 3: 11AM-12:30PM PART 4: 1-2:30PM (Instructor Led) REGISTER	19 ONLINE MS EXCEL FOR YOUR JOB SEARCH (Parts 3 & 4) PART 3: 11AM-12:30PM PART 4: 1-2:30PM (Instructor Led) REGISTER	20 ONLINE MS EXCEL FOR YOUR JOB SEARCH (Advance PivotTables /Charts & Dashboard) PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) REGISTER	21 ONLINE WORKERS HEALTH & SAFETY AWARE IN 4 STEPS WITH CERTIFICATE REGISTER	22 ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION (Sessions by Newcomer Svs. - Instructor Led) REGISTER
25 ONLINE MS WORD FOR YOUR JOB SEARCH (Parts 1 & 2) PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) REGISTER	26 ONLINE MS EXCEL FOR YOUR JOB SEARCH (Parts 1 & 2) PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) REGISTER	27 MS POWERPOINT PRESENTATION 10AM-12PM REGISTER	28 RESUME & COVER LETTER REVIEWS & UPDATES REGISTER WORKPLACE HAZARD MATERIAL INFORMATION SYSTEM (WHMIS) TRAINING REGISTER	29 NEXT-STEPS EMPLOYMENT ADVISOR (By appointment) REGISTER ONLINE ACCESSIBILITY FOR ONTARIANS WITH DISABILITY (AODA) TRAINING REGISTER

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
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>