

Essential Skills Upgrading

EASY Employment
Advancement
Skills for You
WORKSHOPS



★ All workshops are **FREE** ★

Intro to Word[®]

- ✓ Set up an email address
- ✓ Attach files and resumes to emails
- ✓ Navigate toolbars, menus and windows
- ✓ Create documents in Microsoft Word
- ✓ Do a keyboard search on the internet

Intro to PowerPoint[®]

- ✓ Create presentations using MS PowerPoint
- ✓ Edit and format slides
- ✓ Use transitions and animations
- ✓ Apply themes
- ✓ Give effective presentations

Intro to Excel[®]

- ✓ Navigate Microsoft Excel
- ✓ Format and sort data
- ✓ Use charts and graphs
- ✓ Calculate formulas and use auto sum
- ✓ Create a budget



Workplace Communication Skills

- ✓ Using positive language in the workplace
- ✓ Effective “I” statements
- ✓ Professional emails and texts
- ✓ Teamwork and problem solving
- ✓ Feedback and workplace diplomacy
- ✓ Working with different personalities



Smartphones & Employment Skills

- ✓ Learning about your SmartPhone
- ✓ Learning about icons at the top of your screen
- ✓ How to learn about popular apps
- ✓ Viewing phone storage and uninstalling apps
- ✓ Security and privacy tips
- ✓ Sharing files

UP UP Skills for Work

- ✓ Accountability
- ✓ Collaboration
- ✓ Time Management
- ✓ Adaptability
- ✓ Communication

- ➔ Participants must present valid SIN
- ➔ Must be able to speak English well to register for these workshops
- ➔ Assessment required to register
- ➔ Virtual workshops delivered using Microsoft Teams[®].



FOR MORE INFORMATION

- ➔ Call: 416-396-6368
- ➔ Email: upgrading@tdsb.on.ca
- ➔ Website: Upgrademyskills.ca