


All SCEA workshops welcome  
People with Disabilities.  
Additional accommodations are  
available. Please ask about our  
PWD facilities and assistive  
technologies.



# FEBRUARY 2020

To sign up for workshops call:  
**416-396-8100, 416-396-8101**

Monday	Tuesday	Wednesday	Thursday	Friday
3 RESUME REVIEWS & JOB COACHING (by appointment) 1-4PM	4 MS WORD FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM	5 MS WORD FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM	6 FOREIGN CREDENTIAL RECOGNITION LOAN (Re-launch your career in Canada) Presented by ACCESS Community Capital Fund 10AM – 12PM	7 INTERVIEW PRACTICE (by appointment) 9AM - 12PM
10 RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM	11 DAILY IBM KENEXA MS OFFICE TUTORIALS/TESTINGS, PRE- EMPLOYMENT ASSESSMENT TOOLS & SELF-DIRECTED JOB SEARCH	12 MS EXCEL FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM	13 MS EXCEL FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM  NEXT-STEPS EMPLOYMENT ADVISOR (by appointment) 9AM – 4PM	14 INTERVIEW PRACTICE (by appointment) 9AM - 12PM  SELF-EMPLOYMENT PATHWAY FOR NEWCOMERS Explore the idea of starting a business in Canada (presented by JobSkills) 10AM – 12PM
17 FAMILY DAY SCEA IS CLOSED  	18 MS WORD FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM  RESUME REVIEWS & JOB COACHING (by appointment) 1-4PM	19 MS WORD FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM	20 MS POWERPOINT PRESENTATIONS 9AM – 4PM	21 INTERVIEW PRACTICE (by appointment) 9AM - 12PM
24 MS EXCEL FOR YOUR JOB SEARCH (parts 1-2) 9AM – 4PM  RESUME REVIEWS & JOB COACHING (by appointment) 1PM-4PM	25 MS EXCEL FOR YOUR JOB SEARCH (parts 3-4) 9AM – 4PM	26 SCEA CAREER & JOB FAIR 11AM – 2PM <a href="https://forms.gle/croRZsAJHLKmpCyd6">https://forms.gle/croRZsAJHLKmpCyd6</a>	27 DAILY IBM KENEXA MS OFFICE TUTORIALS/TESTINGS, PRE- EMPLOYMENT ASSESSMENT TOOLS & SELF-DIRECTED JOB SEARCH	28 INTERVIEW PRACTICE (by appointment) 9AM - 12PM

Scarborough Centre for Employment Accessibility  
3495 Lawrence Avenue East, Unit 203  
(Cedarbrae Mall, 2<sup>nd</sup> Floor – Upper Level Parking)  
Email: [scea@tdsb.on.ca](mailto:scea@tdsb.on.ca) • Website: [www.AccessibleERC.com](http://www.AccessibleERC.com)  
416-396-8100 | 416-396-8101

Operated by



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## Scarborough Centre for Employment Accessibility

3495 Lawrence Avenue East, Unit 203, Cedarbrae Mall -2<sup>nd</sup> Floor  
Toronto, Ontario M1H 1B3  
Tel: (416) 396-8100 • Fax: (416) 396-8099

### WORKSHOP DESCRIPTIONS

\* Please note that space is limited. Please sign up in advance by calling 416-396-8100 or 416-396-8101

### SPECIAL PRESENTATIONS

**February 6 - Foreign Credential Recognition Loan Program. Presented by ACCESS Community Capital Fund:** Re-Launch your career in Canada. If you're an Internationally-Trained Individual, you can borrow up to \$15,000 for career-related expenses.

**February 13 - NEXT-STEPS Employment Advisor by Appointment:** \*Must bring SIN Card, Government Issued piece of ID and Resume\* Meet with an Employment Advisor to learn about eligibility for retraining and employment incentive programs.

**February 14 – Self-Employment Pathway for Newcomers:** Explore the idea of starting a business in Canada. Is self-employment right for you? How to register your business and licensing and regulations

**February 26 - SCEA Career & Job Fair:** Meet with employers and employment agencies hiring for permanent and short-term opportunities (\*\*Please Register Online or Call 416 396 8100/8101\*\*) \*Must bring SIN Card, Government Issued piece of ID and Resumes. ASL Interpreters are available with advance notice.\*

### REMINDER

Test your knowledge and experience using Kenexa Provelt Testing, which is a skills testing and pre-employment assessment tool. It is used to determine a candidate's skill level in areas of office; software; call centre; industrial; and technical skills; etc. Call to book an appointment.

\*\*SCEA offers the following accessible devices and software for use: Dragon Naturally Speaking; ZoomText; SARA CE Scanning/Reading Appliance Camera; Audio Support Assistive Listening System (used for mild to moderate hearing loss) \*\*

### EMPLOYMENT SKILLS WORKSHOPS

**February 3, 10, 18 & 24- Resume Reviews & Job Coaching:** Meet one-on-one with an expert to have your resume reviewed for improvements. Bring your resume and a job description for a position you are interested in pursuing.

**February 7, 14, 21 & 28 - Interview Practice:** Here is your opportunity to practice your interview skills in a safe environment. You will receive constructive feedback to help improve your skills.

### COMPUTER SKILLS WORKSHOPS

**February 4&5; 18&19 - MS Word for Your Job Search (Parts 1-4):** *Must have computer skills using MS Word\** Learn to create documents, like resumes and covering letters.

**February 12&13; 24&25 - Using MS Excel to Organize Your Job Search (Parts 1-4):** \* *Must have computer skills using MS Word\** Learn how to create and use spreadsheets as a tool to stay organized.

**February 20 - Creating a PowerPoint Presentation:** \* *Must have computer skills using MS Word.* This introductory tutorial will review the basics of creating a presentation in preparation for a job interview.

**February 20 - Introduction to Outlook: \* *Must have computer skills using MS Word.*** This workshop demonstrates Outlook to help manage your time and keep organized with calendars, contacts and email.