

WORKSHOPS CALENDAR: NOVEMBER 2022

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 ONLINE MS EXCEL FOR YOUR JOB SEARCH PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) REGISTER	2 CPA ONTARIO INFORMATION SESSION REGISTER	3 RESUME & COVER LETTER REVIEWS & UPDATES REGISTER	4 ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION (Sessions by Newcomer Svs. - Instructor Led) REGISTER
7 ONLINE MS WORD FOR YOUR JOB SEARCH (Parts 3 & 4) PART 3: 11AM-12:30PM PART 4: 1-2:30PM (Instructor Led) REGISTER	8 ONLINE MS EXCEL FOR YOUR JOB SEARCH PART 3: 11AM-12:30PM PART 4: 1-2:30PM (Instructor Led) REGISTER	9 ONLINE MS EXCEL FOR YOUR JOB SEARCH (Advance PivotTables /Charts & Dashboard) PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) REGISTER	10 RESUME & COVER LETTER REVIEWS & UPDATES REGISTER ZOOM HOW-TO FOR JOB SEARCH WORKSHOP 10-11:30AM REGISTER	11 REMEMBRANCE DAY (Lest we forget) NEXT-STEPS EMPLOYMENT ADVISOR (By appointment) REGISTER
14 ONLINE MS WORD FOR YOUR JOB SEARCH PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) REGISTER	15 ONLINE MS EXCEL FOR YOUR JOB SEARCH PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) REGISTER	16 LINKEDIN FOR YOUR JOB SEARCH PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) REGISTER	17 RESUME & COVER LETTER REVIEWS & UPDATES REGISTER	18 ONLINE CANADIAN CITIZENSHIP PREPARATION SESSION (Sessions by Newcomer Svs. - Instructor Led) REGISTER
21 ONLINE MS WORD FOR YOUR JOB SEARCH (Parts 3 & 4) PART 3: 11AM-12:30PM PART 4: 1-2:30PM (Instructor Led) REGISTER	22 ONLINE MS EXCEL FOR YOUR JOB SEARCH PART 3: 11AM-12:30PM PART 4: 1-2:30PM (Instructor Led) REGISTER	23 CPA ONTARIO INFORMATION SESSION REGISTER NEXT-STEPS EMPLOYMENT ADVISOR (By appointment) REGISTER	24 RESUME & COVER LETTER REVIEWS & UPDATES REGISTER INTERVIEW PRACTICE WORKSHOP (Instructor Led) 10-11:30AM REGISTER	25 FREE CAREER IN TECHNOLOGY INFORMATION SESSION (Presented by NPower) 11:00 -12:00PM REGISTER
28 ONLINE MS WORD FOR YOUR JOB SEARCH PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) REGISTER	29 ONLINE MS EXCEL FOR YOUR JOB SEARCH PART 1: 11AM-12:30PM PART 2: 1-2:30PM (Instructor Led) REGISTER	30		

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 scar
code



SPECIAL EVENTS:

FREE CAREER IN TECHNOLOGY - Presented by NPower: Are you interested in a career as Junior IT Analyst, Junior Data Analyst? Find out how easy it can be to gain new experience.

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:

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>

COMMUNITY PARTNERS EVENTS:

TTC and The Toronto Public Library are working together to provide complimentary PRESTO Cards to people who do not yet have one or may face challenges purchasing one. For more information, please visit tpl.ca/presto or call 416 397 5981.