WORKSHOP DESCRIPTIONS

SCEA
Scarborough Centre for Employment Accessibility

EMPLOYMENT

Resume and Cover Letter Writing
This 3-hour workshop will teach you about the basics of developing and/or improving your resume and cover letter to get you interviews!

Resume Reviews
Meet one-on-one with an instructor to have your resume reviewed for feedback and edits.

Mock Interviews
Here is your opportunity to practice your interview skills in a safe environment. We will provide you with constructive feedback to help you improve your skills.

COMPUTER SKILLS

Creating Documents and Resumes Using MS Word: Parts 1-4
MS Word 1 is a very introductory computer tutorial on how to use this word processing software to create documents. You will have an opportunity to actually type your own resume.

MS Power Point for Interviews
*** Must have basic computer skills using MS Word**
MS Power Point is a program that allows you to create a professional presentation. This introductory tutorial will review the basics of creating a presentation in preparation for a job interview.

Manage Your Time Using MS Outlook
*** Must have basic computer skills using MS Word**
MS Outlook is program that can help you keep manage your time and organized with tools such as calendars, tasks, contacts and email. This introductory session will demonstrate some of these features.

Organizing Your Job Search Using MS Excel: Parts 1-4
*** Must have basic computer skills using MS Word**
MS Excel 1 is a very introductory computer tutorial on how to create and use spreadsheets. MS Excel 2, 3, 4 is a continuation from MS Excel 1.

Managing Your Contacts Using MS Access: Parts 1-4
*** Must have basic computer skills using MS Word and MS Excel**
MS Access 1 is a very introductory computer tutorial on how to create and use databases. MS Access 2, 3, 4 is a continuation from MS Access 1.

Check out our monthly calendar for upcoming dates and times at www.AccessibleErc.com

* Space is limited. Please sign up in advance by calling 416-396-8100 or 416-396-8101 or email scea@tdsb.on.ca

*ASL Interpreters available with advanced notice.