

## WORKSHOPS CALENDAR: MARCH 2024

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

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

### EVENTS ARE FREE. REGISTRATION REQUIRED.

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

## 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>