

| Monday | Tuesday | Wednesday | Thursday | Friday | |
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| <p>Scarborough Centre for Employment Accessibility</p> <p>March 2011 – Program Calendar</p> <p style="text-align: right;">To sign up call: 416-396-8100, 416-396-8101, TTY: 416-396-8095 www.next-steps.ca</p> | | | | | |
| <p>February 28</p> <p>Why Work at York University? 10am – 12pm (Call to Register)</p> | <p>March 1</p> <p>(EAE) Organizing Your Job Search Using MS Excel: Part 3 – 9 am -12 pm Part 4 – 1pm - 4 pm</p> <p>Disclosure and Employment Preparation 1 pm – 3pm</p> | <p>2</p> <p>Creating Documents & Resumes Using MS Word: Part 1 – 9 am -12 pm Part 2 – 1pm - 4 pm</p> | <p>3</p> <p>Creating Documents & Resumes Using MS Word: Part 3 – 9 am -12 pm Part 4 – 1pm - 4 pm</p> | <p>4</p> <p>Using Email to Job Search 9 am - 12 pm Managing Your Time Using MS Outlook 1 pm – 4 pm Resume Reviews & Job Coaching (by appointment) 1 – 4 pm</p> | |
| <p>7</p> <p>(EAE) Managing Your Contacts Using MS ACCESS: Part 1 – 9 am -12 pm Part 2 – 1pm - 4 pm Gain Relevant Work Experience at a Financial Corp. Practice Firm 9:30 am – 11:30 am</p> | <p>8</p> <p>(EAE) Managing Your Contacts Using MS ACCESS: Part 3 – 9 am -12 pm Part 4 – 1pm - 4 pm Resume Reviews & Job Coaching (by appointment) 1 – 4 pm</p> | <p>9</p> | <p>10</p> <p>Social Networking With LinkedIn, Twitter and facebook 9am – 4pm</p> | <p>11</p> <p>Job Search & What Employers Want 1pm - 4pm</p> | |
| <p>14</p> <p>(EAE)Creating Documents & Resumes Using MS Word: Part 1 – 9 am-12 pm Part 2 - 1-4 pm</p> | <p>15</p> <p>(EAE)Creating Documents & Resumes Using MS Word: Part 3 – 9 am -12 pm Part 4 – 1pm - 4 pm</p> | <p>16</p> <p>Organizing Your Job Search Using MS Excel: Part 1– 9 am -12 pm Part 2– 1pm - 4 pm</p> | <p>17</p> <p>Organizing Your Job Search Using MS Excel: Part 3 – 9 am -12 pm Part 4 – 1pm - 4 pm</p> | <p>18</p> <p>Introduction to Computers 9 am - 12 pm Introduction to Internet for Job Search 1 - 4 pm Resume Reviews & Job Coaching (by appointment) 9am – 12 pm</p> | |
| <p>21</p> <p>(EAE) Organizing Your Job Search Using MS Excel: Part 1 - 9 am-12 pm Part 2 - 1-4 pm Gain Relevant Work Experience at a Financial Corp. Practice Firm 9:30 am – 11:30 am</p> | <p>22</p> <p>(EAE) Organizing Your Job Search Using MS Excel: Part 3 – 9 am -12 pm Part 4 – 1pm - 4 pm Resume Reviews & Job Coaching (by appointment) 1 – 4 pm</p> | <p>23</p> <p>Meet With an Employment Advisor from Next Steps Employment Centre (by appointment) (9am – 4pm)</p> | <p>24</p> <p>Social Networking With LinkedIn, Twitter and facebook 9am – 4pm</p> | <p>25</p> <p>(EAE) PowerPoint for Interviews Creating Business Cards Using Publisher 9am - 4pm</p> | |
| <p>28</p> <p>Networking And Creating Business Cards 1pm – 4pm</p> | <p>29</p> <p>Managing Your Contacts Using MS ACCESS: Part 1 – 9 am -12 pm Part 2 – 1pm - 4 pm</p> | <p>30</p> <p>Managing Your Contacts Using MS ACCESS: Part 3 – 9 am -12 pm Part 4 – 1pm - 4 pm</p> | <p>31</p> <p>Using Email to Job Search 9 am - 12 pm Managing Your Time Using MS Outlook 1 pm – 4 pm Resume Reviews & Interview Practice (by appointment) 1 – 4 pm</p> |  | |
| <p>Scarborough Centre for Employment Accessibility 3478 Lawrence Avenue East, Unit C006 (Northwest corner at Markham Rd., rear of the building, near Shell Gas Station) Email: scea@tdsb.on.ca • Website: www.next-steps.ca</p> | | | | | |
| | | | <p>Operated by:</p>  |  | <p>EMPLOYMENT ONTARIO</p> <p>This Employment Ontario project is funded in part by the Government of Canada.</p> |