

ICT Training delivered by Communities 2.0 Project

These courses will be delivered upon demand, if you wish to attend, contact the team to register an interest. Once we have sufficient numbers the courses will be run.

Title: BASIC OFFICE ICT SKILLS

Brief Description: This course is aimed at anyone who already has some basic knowledge of using office packages such as word, excel and email but would like to refresh or polish their skills.

Facilitator: Sue Blantern

Date & Time: by arrangement - please contact to register interest sue.blantern@pavs.org.uk
01437 771197

Venue: PAVS or a suitable local venue if required

By the end of this session you will: Feel confident in the use of basic computing packages.

Who this course is for: Organisational staff, volunteers and members/service users

Title: COMMUNITIES 2.0 DIGITAL CHAMPION COURSE

Brief Description: The course is designed for people who will go on to deliver basic ICT training under the Communities 2.0 project

Facilitator: Mike Beckett

Date & Time: Dates as required. Normally 10.00-16.00, over 2 days (about a week apart), followed by 4 hours of mentored practical experience

Venue: PAVS or a suitable local venue, as required

By the end of this session you will: be able to provide valuable and effective training to people who have no or very little knowledge of how to use a computer, surf the Internet and to use email confidently, within the framework of Communities 2.0

Who this course is for: Volunteers and staff working on Communities 2.0 initiatives, or other organisations (by arrangement)

Title: BBC FIRST CLICK

Brief Description: This course is for people who have no or very little knowledge of how to use a computer, surf the Internet and to use email confidently. The course is run over 3 weeks for 2 hours per session.

Facilitator: Jayne Smith

Date & Time: 20th, 27th January & 3rd February 2012 10 am -12 noon

Venue: Haverfordwest Library

Date & Time: 07th, 14th & 23rd February 2012 10am - 12 noon

Venue: Milford Haven Library

Date & Time: 17th, 24th February & 02nd March 2012 10am - 12 noon

Venue: Pembroke Dock Library

Date & Time: 13th, 20th & 27th March 2012 10am - 12 noon

Venue: Milford Haven Library

By the end of this session you will: Be able to confidently use technology to shop online , Internet banking, social networking and much more. This course can also be run on demand if you have 6 people who would like to attend.

Contact Jayne Smith on 01437 769422 or email: jayne.smith@pavs.org.uk to arrange suitable dates.

Who this course is for: For anyone who would like to be digitally included.

Title: SOCIAL MEDIA STRATEGY

Brief Description: Communities 2.0 will show you the tools to use to communicate with your audiences more effectively using social media and how to measure your impact.

Facilitator: Josh Hoole

Date & Time: by arrangement - please contact to register interest

By the end of this session you will:

1. Be able to develop a basic Social Media Strategy
2. Understand the benefit of enhancing & branding their social media presence
3. Know about and how to use monitoring tools for Social Media
4. Know where to access further support around digital technology

Who this course is for: Staff & Managers from Third Sector organisations

Title: CLOUD COMPUTING TASTER SESSION

Brief Description: Improve the efficiency and effectiveness of your organisation through better use of modern cloud technologies to help save money and time.

Facilitator: Josh Hoole

Date & Time: by arrangement - please contact to register interest

By the end of this session you will:

- Understand the value of time & money saving technology tools
- Understand how to access and use these tools
- Have confidence to seek more information on time & money saving technology tools in their organisation

Who this course is for: Staff & Managers from Third Sector organisations