The Digital Inclusion team at Leonard Cheshire are delighted to be offering another programme of **free** training sessions. These small group sessions are delivered online, using Zoom, and are open to anyone with a disability or long-term health condition. The content of the courses will be particularly relevant to anyone who wants to build their digital skills for employment, education, volunteering or training.

To take part in a session, participants will need:

* Internet access
* Access to the software relevant to the course (eg. Microsoft Word)
* To be able to use Zoom

A summary of the course dates and titles is given in the table below and more information about each of the courses can be found by clicking the link here: <https://padlet.com/LCdigitalinclusion/training>

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| **Course** | **Dates** |
| *Microsoft Word - Beginners* | Tuesday 4th, 18th, 25th May, 1st June, 2pm-3pm |
| *Microsoft Word - Next Steps* | Wednesday 5th, 12th, 19th, 26th May, 2pm-3pm |
| *Microsoft PowerPoint - Beginners* | Tuesday 4th, 11th, 18th, 25th May, 10am-11am |
| *Microsoft PowerPoint - Next Steps* | Wednesday 5th, 12th, 19th, 26th May, 10am-11am |
| *Google Apps* | Wednesday 5th, 12th, 19th, 26th May, 3pm-4pm |
| *Microsoft Excel on a laptop – Beginner* | Monday 10th, 17th, 24th May and 7th June, 11am-12noon |
| *Microsoft Excel on a laptop – Next steps* | Monday 10th, 17th, 24th May and 7th June, 2pm-3pm |
| *Taking care of your Digital Footprint* | Monday 10th May, 3.30pm-4.15pm |
| *Online Safety* | Tuesday 8th June ,10am-11am |
| *Introduction to Google Meet* | Tuesday 8th June, 2pm-3pm |
| *Introduction to Skype* | Wednesday 9th June, 11am-12 noon |
| *Introduction to Zoom* | Wednesday 9th June, 2pm-3pm |
| *Using IT to plan a journey* | Thursday 10th June, 10am-11am |
| *Introduction to Social Media Video Calls* | Thursday 10th June, 2pm-3pm |
| *Introduction to LinkedIn* | Monday 14th June, 10am-11am |
| *Professionalism Online* | Monday 14th  June, 12noon-1pm |
| *Uploading CVs to Jobsites* | Monday 14th June, 2pm-3pm |

To book a place on a course please email: [digitalinclusiontraining@leonardcheshire.org](mailto:digitalinclusiontraining@leonardcheshire.org)

Please do share this email with your colleagues and contacts. If you have any questions about the courses, please drop me an email.

Best wishes

Gerri

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