

WAG PRACTICAL DIGITAL SKILLS

STARTS

Thursday 24 September

WHEN

Every Thursday

CHOOSE

11am-1pm or 2pm-4pm

8-Week Timetable

The same class is delivered in the morning and afternoon. Choose the time that suits you.

SESSION 1

Thu 24 Sep

Work More Independently

Assisted technology for work

11:00am - 1:00pm

2:00pm - 4:00pm

SESSION 2

Thu 1 Oct

Get More From Your Smartphone

Voice features and accessibility

11:00am - 1:00pm

2:00pm - 4:00pm

SESSION 3

Thu 8 Oct

Send Professional Emails

Write, attach, send and reply

11:00am - 1:00pm

2:00pm - 4:00pm

SESSION 4

Thu 15 Oct

Create a Digital Graphic

Design something useful and shareable

11:00am - 1:00pm

2:00pm - 4:00pm

SESSION 5

Thu 22 Oct

Join Meetings Confidently

Meetings, interviews and online training

11:00am - 1:00pm

2:00pm - 4:00pm

SESSION 6

Thu 29 Oct

Create with Excel & PowerPoint

Build a spreadsheet and presentation slide

11:00am - 1:00pm

2:00pm - 4:00pm

SESSION 7

Thu 5 Nov

Use AI Safely and Responsibly

Prompt, check and protect your information

11:00am - 1:00pm

2:00pm - 4:00pm

SESSION 8

Thu 12 Nov

Use WhatsApp with Confidence

Message, share and manage privacy

11:00am - 1:00pm

2:00pm - 4:00pm

PRACTICAL PROGRESS - WITHOUT THE PRESSURE

Practise real tasks | See your progress | Learn at your own pace