

Smarter Working in a Digital Age



Due to high demand, we are delighted to offer a wider choice of remotely delivered short courses for Lincolnshire residents from Boston College.

➔ **To book a place:** Contact Boston College by email to employers@boston.ac.uk or call their engagement team on **01205 313242**. They will organise your enrolment form and provide further information.

Each course will be taught remotely through zoom and broken into 2 sessions with a mid-session break. Small tutor-led sessions help ensure all delegates can benefit and enhance both their knowledge and skills.

If you have any other questions please email us on: unisonlearninglincs@gmail.com

JUNE COURSES

Managing Stress

23rd June: 2.00pm - 4.00pm

This course aims to give a better understanding of Stress triggers and is suitable for anyone who wants to understand and manage stress more effectively.

Course Content:

- Stress Triggers
- Physical symptoms of Stress
- Health Risks of prolonged stress
- Managing and Controlling Stress
- Coping Strategies
- Accessing Professional Help

Digital Content and Design

22nd June: 2.00pm - 4.00pm

The course will be hands on and you will produce a range of materials that can be used across social media platforms or print publications.

Course Content:

- Planning content – making the right choices for your audience
- Planning layout and style set-up – fonts, colours, headings, formats
- Importing graphics and images
- Design tips to achieve professional standards
- Creating social media content

JULY COURSES

Excel Essentials

6th July: 09.15am - 12.15pm

This course will benefit users that are new to excel or those who are self-taught and want to increase their knowledge and confidence.

Course content:

- Creating Spreadsheets and Charts
- Calculating in Excel using simple Formula and Functions
- Using Auto fill and Flash fill
- Using Find, Replace and Comments Tools
- Shortcuts to Effective formatting
- Simple page and print setups

Excel Functions

6th July: 1.30pm - 4.30pm

This course will benefit users that need to increase their knowledge of excel functions and learn time saving tips for creating multiple sheet workbooks.

Course content:

- IF function & use to ask logical questions of your data
- Nested formula – IF AND IF OR
- Count and Date Functions
- Lookups and data tables
- Developing multi-sheet workbooks

Excel Database & Pivot Tables

8th July: 09.15am - 12.15pm

This course will benefit users that need to analyse and view data from different perspectives.

Course content:

- Create Databases
- Sorting and Filtering data
- Creating and Working with Pivot Tables
- Creating Pivot table Charts
- Creating Dashboards

PowerPoint Essentials

8th July: 1.30pm - 4.30pm

This course will benefit users that need to produce simple and effective PowerPoint presentations using a range of slides and graphics.

Course Content:

- Creating a PowerPoint Presentation
- Adding images and using design ideas
- Adding Animation to Slides
- Understanding different views
- Saving, printing and preparing presentation

Building an Online Presence for Business

15th July: 09.15am - 12.15pm

If you run your own business or are thinking about it, you will need to build an online presence to reach potential customers. This course is the perfect starting point with a hands on approach to assist you to create an online marketing strategy for your business.

Course content:

- Social Media Pages, Groups and Posts
- Email Marketing campaigns
- Websites and Search Engine Optimisation