

Smarter Working in a Digital Age



We are pleased to provide another opportunity to join these 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. FREE PLACES AVAILABLE TO A MAX OF 2 COURSES PER PERSON.

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

Managing Stress

16th September: 1.30pm - 3.30pm

This course aims to give a better understanding of Stress triggers and help us 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

Understanding the Menopause Minefield

14th September: 6.00pm - 8.00pm

This course aims to give an understanding of what menopause is and how to come through it naturally.

Course content:

- Stages of Menopause
- Symptoms & Hormones
- Taking back control
- Practical ways to manage symptoms
- Coping strategies and support
- Accessing Professional help

PowerPoint Essentials

7th September: 9.15am - 12.15pm

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 Animation to Slides
- Adding images and using design ideas
- Understanding different views

Excel Essentials

7th September: 1.30pm - 4.30pm

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

Excel Functions

14th September: 1.30pm - 4.30pm

This course aims at users looking to increase their knowledge of excel functions & time saving tips to create multi 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

16th September: 9.15am - 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

Digital Content and Design

5th October: 09.15am - 12.15pm

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
- Design tips to achieve professional standards
- Planning layout and style set-up – fonts, colours, headings, formats
- Creating social media content
- Importing graphics and images

