

Course	Date	Time
1. Trust for London Grantees Roundtable	Monday 14 <sup>th</sup> March	10am – 12pm
2. Getting started with digital data collection	Thursday 24 <sup>th</sup> March	10am – 12pm
3. Getting started with online forms and surveys	Thursday 21 <sup>st</sup> April	10am – 12pm
4. Hands On: Google Forms	Tuesday 26 <sup>th</sup> April	10am – 10.45am
5. Hands On: Office 365 Forms	Tuesday 26 <sup>th</sup> April	11am – 11.45am
6. An introduction to Microsoft Excel	Thursday 5 <sup>th</sup> May	10am - 12pm
7. In their own words: a beginner's guide to audio	Tuesday 10 <sup>th</sup> May	10am - 12pm
8. Excel Next Steps 1: Managing your data	Thursday 12 <sup>th</sup> May	10am - 12pm
9. Hands On: Transcribing with Otter.ai	Tuesday 17 <sup>th</sup> May	11am – 12.15pm
10. Excel Next Steps 2: Analysing your data	Thursday 12 <sup>th</sup> May	10am - 12pm
11. Hands on: Audacity for editing audio stories and	Wednesday 25 <sup>th</sup> May	11am – 12.15pm
12. Charts and Graphs with Excel	Thursday 26 <sup>th</sup> May	10am - 12pm
13. Analysing your survey data	Thursday 9 <sup>th</sup> June	10am - 12pm
14. An introduction to qualitative data analysis	Tuesday 14 <sup>th</sup> June	10am - 12pm
15. Using external data sources to inform your work	Thursday 16 <sup>th</sup> June	10am - 12pm
16. Hands On: Canva infographics and charts	Tuesday 12 <sup>th</sup> July	10am – 11.15am
17. Hands On: Datawrapper charts	Thursday 14 <sup>th</sup> July	10am – 11.15am
18. Hands On: Piktochart	Monday 18 <sup>th</sup> July	11am – 12.15pm
19. Hands On: Canva infographics and charts	Tuesday 19 <sup>th</sup> July	11am – 12.15pm
20. An introduction to Microsoft Excel	Tuesday 9 <sup>th</sup> August	10am – 12.00pm
21. Excel Next Steps 1: Managing your data	Thursday 11 <sup>th</sup> August	10am – 12.00pm
22. Excel Next Steps 2: Analysing your data	Tuesday 16 <sup>th</sup> August	10am – 12.00pm
23. Visualising your postcode data on a map	Thursday 22 <sup>nd</sup> Sept	10am – 12.00pm
24. Hands On: AutoGeoMapper (creating a colour shaded borough or ward map with your post code	Thursday 29 <sup>th</sup> Sept	10am – 11.15am
25. Hands On: Community Lens	Thursday 6 <sup>th</sup> October	10am – 10.45am
26. Simple video storytelling for beginners	Thursday 3 <sup>rd</sup> Nov	10am – 12.00pm
27. Creating presentations that connect and influence	Thursday 10 <sup>th</sup> Nov	10am – 12.00pm