Digital Foundations Spring Training Programme for London's micro charities and community groups.

There are so many ways that basic 'digital' infrastructure can help you run your organisation and support the people and communities you care about.

Superhighways has developed a programme of short training sessions to help you gain the confidence and skills to make the most of a range of digital tools and technology that may best suit your organisation.

Title	Date	Time
Outlook tips: organising your inbox and more	13th April (Thur)	10.00 – 11.30
Branding basics: a toolkit to create your brand	18th April (Tues)	10.30 – 11.30
Beginners Canva for publicity materials	20th April (Thur)	10.00 – 11.00
Trello for collaboration	20th April (Thur)	2.00 – 3.00
Introduction to MS Teams	25th April (Tues)	10.00 – 11.00
Beginners PowerPoint for presentations	26th April (Wed)	10.00 – 12.00
Introduction to MS Teams Meetings & Calls	27th April (Thur)	10.00 – 11.00
Beginners Adobe Express for publicity materials	28th April (Fri)	10.00 – 11.00
Cyber Security bitesize series:		
1. Passwords and multi factor authentication	26th April (Wed)	2.00 – 3.00
2. Phishing emails and other scams	3rd May (Wed)	2.00 – 3.00
3. Malware – viruses, spyware and more	10th May (Wed)	2.00 – 3.00
4. Backing up & restoring your data	17th May (Wed)	2.00 – 3.00
5. Securing mobile devices	24th May (Wed)	2.00 – 3.00

Find out more and book your space on our website at https://bit.ly/DFtraining23

Or use the QR code