Digital Foundations - Autumn / Winter Training Programme

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 online training sessions to help staff, volunteers and trustees of micro charities and community groups, gain the confidence and skills to make the most of a range of digital tools and technology that may best suit your organisation.

Hear from others who've attended our training already:

"I've never found anything so informative, educational and useful. The trainers were supportive, clear and interesting and gave me confidence to try new things and explore possibilities to use different tools."

"It was at my level and built from the quite limited knowledge I have. I was not made to feel in any way stupid for having limited knowledge and skills, as has sometimes happened elsewhere, and that made it possible to relax and so learn."

Session title	Day	Date	Time	Booking link
Intro to Cyber Essentials certification	Thu	28/09/2023	10 – 11.30 am	Book your space
Need a new website? Information session about our training opportunities	Wed	11/10/2023	11.30 – 12 midday	Book your space
Outlook tips: organising your inbox and more – Local Outlook (Desktop)	Tue	17/10/2023	2 – 3 pm	Book your space
Need a new website? Information session about our training opportunities	Wed	18/10/2023	10 – 10.30 am	Book your space
Outlook tips: organising your inbox and more - Outlook in the browser (Web)	Wed	18/10/2023	2 – 3 pm	Book your space
Introduction to PowerAutomate	Thu	19/10/2023	10 – 12 midday	Book your space
PowerPoint for beginners	Thu	19/10/2023	1 – 3 pm	Book your space
What is a domain? Getting started with emails and websites	Tue	24/10/2023	2 – 3 pm	Book your space
Build your own website in 7 weeks (cohort)	Wed	25/10/2023	10 – 12 midday	Find out more & register
Introduction to cyber security basics for everyone *(monthly session)*	Wed	25/10/2023	2 – 3 pm	Book your space
PowerPoint next steps	Thu	26/10/2023	1 – 3 pm	Book your space
Build my community website in 2 days – Day 1	Thu	02/11/2023	9.30am – 4.30pm	Book your space
Build my community website in 2 days – Day 2	Fri	03/11/2023	As above	As above
Cyber security basics: managing risk as a board or committee *(Trustee week)*	Tue	07/11/2023	7 – 8.30 pm	Book your space

Sharing and collaborating as a board or committee (*Trustee week*)	Thu	09/11/2023	7 – 8.30 pm	Book your space
Introduction to MS Teams	Wed	15/11/2023	2 – 3 pm	Book your space
Grids and Lists: changing the layout of your Voice website	Mon	20/11/2023	2 – 3.30 pm	Book your space
Introduction to cyber security basics for everyone (*monthly session*)	Tue	21/11/2023	2 – 3 pm	Book your space
Introduction to MS Teams meetings & calls	Wed	22/11/2023	2 – 3 pm	Book your space
Basic tech options: guide to making choices for your community organisation	Tue	28/11/2023	2 – 3 pm	Book your space
Office 365 storage basics - Sharepoint vs OneDrive vs Teams	Tue	05/12/2023	10 – 11.30 am	Book your space
Bring your own tech day – in person device advice & troubleshooting	Mon	11/12/2023	9.30 am – 5 pm	Book your space
Introduction to M365 apps – an amazing toolbox to utilise	Wed	13/12/2023	10 – 11.30 am	Book your space
Introduction to cyber security basics for everyone (*monthly session*)	Tue	19/12/2023	2 – 3 pm	Book your space
Communications planning	Tue	16/01/2024	10 – 12.30 midday	Book your space
M365 administration – set up & maintenance via the admin portal	Tue	23/01/2024	10 am – 12 midday	Book your space
Introduction to cyber security basics for everyone (*monthly session*)	Tue	23/01/2024	2 – 3 pm	Book your space
Branding basics	Tue	30/01/2024	10 am – 12 midday	Book your space
Beginners Canva for Publicity Materials	Tue	06/02/2024	10 – 11.30 am	Book your space
Bring your own tech day – in person device advice & troubleshooting	Wed	14/2/2024	9.30 am – 5 pm	Book your space
Introduction to cyber security basics for everyone (*monthly session*)	Wed	20/02/2024	2 – 3 pm	Book your space

One-to-one support

We are also offering one to one support for your small London charity or community organisation. Email info@superhighways.org.uk letting us know as much detail about your tech / digital issue as you can, and we'll get back in touch to arrange a call.