

## IT SHORT COURSE SKILLS TRAINING

We are pleased to announce that we have negotiated a special arrangement with Learning and Development (CED); staff employed by Childrens Social Services may have access to any of the following courses. This special price will be funded by the CSS Professional Development Training Budget.

- **Word**  
Word Skills or Word Masterclass
- **Excel**  
Accelerated Excel, Excel Introductory <sup>1</sup>, Functions, List Management
- **PowerPoint**  
PowerPoint Skills, PowerPoint Masterclass
- **Managing your Mailbox**  
(Outlook)
- **Publisher**
- **File Management**  
(half-day)
- **Laptops** <sup>2</sup>  
(half-day)
- **IT Saves the Earth**  
A half-day course addressing environmental issues and better ways to use Outlook

<sup>1</sup> As this is a 2-day course, 2 places are taken per person.

<sup>1</sup> Half day courses ½ place taken

At present **50 places** are available depending upon individual need.

### All you have to do is:

1. [Look at the IT courses published on Knet](#) (Please note: this links to the KCC staff intranet, which has limited access. If you have difficulty accessing the information, please contact [The Professional Development Unit](#).)
2. Select the course and date which you prefer.
3. Complete our [Professional Development Unit \(CSS\)](#) course application form and return it to our office in Brenchley House.
4. We will book the place for you.

Additional information can be obtained from:

- [Liz Pilcher, Workforce Development Officer](#)
- [The Professional Development Unit](#)