



Course notes from Superhighways

10th May, 10 – 12pm – An introduction to Excel

Summary

Gain confidence in using Excel for your small charity or community organisation - we'll start from the basics in this introductory session.

Description

Excel is an incredibly useful tool to help you store, analyse and present your data. Even with basic skills there's a lot you can do to help with your organisation's monitoring and evaluation practice - but how do you get started?

This session will introduce the basics of using Excel including creating a file, adding data, navigating the toolbar and best practice considerations for managing your data in Excel.

Is this course for me?

This course is for staff, trustees or volunteers of small charities or community groups who are getting started on their data and digital journeys. There will be opportunities to access follow on Excel sessions that Superhighways regularly runs.

Course format

Online technical group training

This is an online interactive live training session. You'll take part in interactive exercises such as breakout room discussions, polls or chat conversations.

You will be asked to complete individual technical tasks on your PC or laptop. You will not be able to join this training using a mobile device. It's likely that you will need to either create online accounts or download appropriate software, which we'll tell you about in advance.

17th May, 2 – 3.15 pm – Microsoft Teams meetings

Summary

Gain confidence in using Microsoft Teams for video calls and meetings. We'll start from the basics and then look at more advanced features.

Description

Microsoft Teams is a great tool with a huge range of functionality to help you better communicate and collaborate internally with colleagues. You can also use Teams for video calls and group meetings.

This session will introduce you to the basics of setting up a Teams meeting and raise awareness of the full range of features accessed via the Teams tool bar – including recording meetings, sharing screens and checking meeting settings. We'll also look at more advanced functionality including breakout rooms and transcription, and learn some troubleshooting tips e.g. when attendees have problems with their cameras or microphones.

Is this course for me?

This course is for staff, trustees or volunteers of small charities or community groups who are getting started on their data and digital journeys.

Course format

Online technical group training

This is an online interactive live training session. You'll take part in interactive exercises such as breakout room discussions, polls or chat conversations.

You will be asked to complete individual technical tasks on your PC or laptop. You will not be able to join this training using a mobile device. It's likely that you will need to either create online accounts or download appropriate software, which we'll tell you about in advance.

8th June, 10 – 12pm, Digital tools for engaging online sessions

Summary

Gain confidence in using a range of free or low cost online digital tools you can use creatively to make your online sessions and meetings more interactive, engaging and fun.

Description

There are a range of free or low cost online tools you can use in your online sessions to make them more interactive, engaging and fun. From online polls, forms or surveys and quizzes, to participatory tools allowing you to creatively crowd source ideas and contributions from attendees.

This session will introduce a range of digital tools including Office 365 & Google forms, Mentimeter, Jamboard and Padlet, with demos on how to set up these tools, a chance to try them out and identify with peers scenarios where they might work well, along with any considerations you may need to take, depending on your audience.

Is this course for me?

This course is for staff, trustees or volunteers of small charities or community groups who are getting started on their data and digital journeys and running online sessions or meetings.

Course format

Online technical group training

This is an online interactive live training session. You'll take part in interactive exercises such as breakout room discussions, polls or chat conversations.

You will be asked to complete individual technical tasks on your PC or laptop. You will not be able to join this training using a mobile device. It's likely that you will need to either create online accounts or download appropriate software, which we'll tell you about in advance.

22nd June, 10 – 12.30, Cyber security for small charities – keeping your systems and data safe

Summary

Find out about common cyber threats and top tips to help you mitigate against these risks and keep your organisation safe.

Description

Many small charities and community groups are continuing to work remotely and may opt for a more blended approach to office and home working – a hybrid model, going forwards. However, remote working comes with new IT security risks and the National Cyber Security Centre has reported an increase in cyber attacks including phishing scams, where criminals are exploiting the current situation.

Join this online session to find out more about the kind of cyber threats facing small charities and how you can put preventative steps in place to protect your organisation – its people, systems and data.

Please note this will be a general overview. There will be a chance to ask questions about specific IT setups / risks in the post session evaluation survey and we will get back to you to discuss further.

Is this training for me?

This course is for anyone who works for a small charity or community group and wants to learn some simple steps to protect against potential cyber attacks.

Course format

Group introductory training webinar

This session is an online live-format webinar. As with all of Superhighways' online training, there will be some interactivity, which may include asking you to contribute in chat, take part in polls or join a short breakout session for a conversation with other participants.

Joining by video will give you the best possible experience - but isn't essential throughout. We may ask you to introduce yourselves.

There will also be plenty of chances to ask questions.

5th July, 10 – 12, Websites: myth busting, best practice and options

Summary

A short workshop to help you plan or refresh a website and choose a platform to create it with

Description

Are you asking yourself if your small charity or community organisation really needs a website in 2022? And if so, how you can set one up and use it to your best advantage?

In this interactive workshop, we explore the common website myths (heard of the 'Social media is all you need now' one?) and consider the role of a website for your organisation in the age of digital.

You'll learn about planning your website, including structure and content, and discover tips for writing for the web. You'll also find out about the website publishing platforms available and things to think about when choosing one that will work for you.

Is this course for me?

This course is for staff, trustees or volunteers of small charities or community groups who are considering setting up a new website, moving to a different platform or planning a refresh of their existing website.

This is a non-technical course. You will not be asked to set up a website during the training.

Format: Online interactive group training

This is an online interactive live training session. You'll take part in multiple interactive exercises. These may include breakout room discussions, use of collaborative tools and polls or quizzes.

You'll be asked to complete individual tasks online or offline, which may include peer-group feedback. You may also be asked to complete a task before or after the session.

We're trying our best to give you a good classroom experience. Please join with video and bring your ideas, creativity, and challenges to share.

13th July, 10 – 12, Communications planning

Summary

Learn about creating a simple, workable communications plan you can use to reach the people that matter to you

Description

As a small charity or community organisation, communications is at the heart of achieving your everyday goals. It can be tempting to give the same information in the same formats to everyone – with a one-size fits all approach fitting in with your everyday work of supporting people and places.

At the same time, you already know that adapting your messaging and communications could help you get better results and ultimately save you time.

This interactive session will help you start to plan and prioritise impactful communications with as little demand on your time as possible.

We'll look at the building blocks of communications before considering the types of communications such as newsletters, social media, email, press, events, presentations and websites. You'll come away with some actions to take to improve your communications and tips for delivering a plan within your everyday work.

- Recognise key elements of a simple communications plan
- Select and prioritise who to reach
- Start defining what you need them to know
- Discuss the best ways to reach them
- Outline your next actions

Attendees on this course will be able to book an Autumn 3-month review with Superhighways to look at your plans and help you take the next steps.

Is this training for me?

This is for staff and volunteers at community organisations with a responsibility for communications. It will be most useful for organisations that do not have a communications plan and where the organisation does not have a dedicated paid communications or marketing role.

Format: Online interactive group training

This is an online interactive live training session. You'll take part in multiple interactive exercises. These may include breakout room discussions, use of collaborative tools and polls or quizzes.

You'll be asked to complete individual tasks online or offline, which may include peer-group feedback. You may also be asked to complete a task before or after the session.

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