



G-Suite Workshops: Getting the most from Google Docs

Introduction

G-Suite is now widely used by staff on a day to day basis. But are we getting the most out of the great potential that Google provides? We have a range of workshops in place that not only help build IT Literacy but will help you get to grips with Google's functionality and capability.

This programme will cover the essential features and tools required to create, store and share files effectively within the Google environment. It also provides an overview of Google Docs and Sheets - as well as some other Google apps.

In order to consolidate learning and maximise the investment in training, learners should put their newly acquired skills into practice as soon as they return to the workplace. This is a half day course that is part of a larger suite of Google training opportunities.

Please be advised that this session will take place On-Line. Joining instructions will be emailed to confirmed bookings 24 hours before the course start date.

Learning Outcomes

By the end of this course practitioners will;

- Be able to navigate through the app
- Confidently use and understand the different functions
- Be able to share hints and tips with colleagues on returning to work

Audience	Youth, Sports and Culture, Social, Family and Voluntary Support, Justice and Crime Prevention, Health, Education, Early Years and Childcare, Business Support
Age Ranges	0 - 5 yrs / 5 - 7 yrs / 7 - 11 yrs / 11 - 19 yrs / 19+ yrs
Trainer	Learning & Development Team Kingston Hr

Start Date	Venue	Times	Event Code
28 Sep 2021	Home Study, N/A, N/A	13:30 to 16:30	EDU 21/565

