

About the trainer

Dez Carruthers is a certified Microsoft engineer and trainer with over ten years experience in corporate ICT systems. Before moving into ICT, Dez was a Radar engineer for over 12 years giving him a solid background in engineering theory and practice. Since moving to ICT, Dez has been a trainer, a systems engineer and a pre-sales consultant as well as technical account manager, gaining a wealth of experience in IT.

These workshops are part of a wider project to support the voluntary and community sector with ICT issues. The service is **free** and available across Bedfordshire and Luton.

What the ICT Development Adviser can do for you

- Consultancy and advice on a range of ICT issues, including purchases, upgrades, security and operation
- ICT audit of existing infrastructure to ensure you have the right tools to do the job
- Advice on how to make the most from your existing ICT
- Ensure your IT strategy matches your business strategy
- Provide assistance in designing or obtaining a website and using 'social media'
- Disaster recovery and business continuity advice
- Signpost you to the information you need to make your ICT work!

What the ICT Development Adviser cannot do

- **Offer 24/7 ICT support to your organisation** – the project cannot replace proper contracted support but it can help you find a cost-effective solution
- **Offer a maintenance and repair service** – but we can help you to reduce the risk of equipment going wrong, and minimise the impact on your organisation

Contact Dez Carruthers, the ICT Development Advisor by email (ICTadviser@yourcvs.org) or phone (**01234 354366**)



LOTTERY FUNDED



Free Half-Day Workshops for Voluntary and Community Organisations

Getting the most from your PC!

Creating your own website

*Dates and venues across
Bedfordshire and Luton*

*Free to voluntary and
community sector organisations*

Workshop 1 - Getting the most from your PC!

Always wondered what is inside that computer case? Want to know how to solve basic problems on your computer? This half-day workshop will look at what components make up a computer and introduces participants to some of the basic principles of how a computer works and how to solve some common problems.

Who is this course for?

- People with limited knowledge of how a computer works
- People who want to develop their basic IT skills

Aims of the day

- A basic understanding of the key components that make up a computer
- A basic understanding of how to maintain a computer and troubleshoot common problems

Programme

9.30 start

During the session, we will cover:

- the components of a computer
- what is an operating system?
- software requirements
- getting on the internet
- installing printers
- maintaining a computer
- common problems and troubleshooting

12.30 close

Dates and venues

Tuesday 31st January 2012	Luton
Tuesday 7th February 2012	Leighton Buzzard
Thursday 23rd February 2012	Bedford

The organisation reserves the right to modify the content of both workshops

Workshop 2 - Creating your own website

You don't have to spend lots of money to get your organisation a website! And you don't need to learn a new language! This half-day workshop will look at how you can use software you probably already have to develop a basic website and publish it to the internet. The workshop will also provide lots of tips on how to make your website useable and attractive.

Who is this course for?

- People with limited knowledge of developing a website
- People who want to develop their basic IT skills

Aims of the day

- A basic understanding of how to create and publish a website

Programme

9.30 start

During the session, we will cover:

- what is a website?
- what is hosting?
- good and bad websites
- tools for creating website content
- how to publish a website

12.30 close

Dates and venues

Tuesday 21st February 2012	Leighton Buzzard
Wednesday 29th February 2012	Luton
Tuesday 6th March 2012	Bedford

How to book your free place:

Phone Mandy on: 01234 354366

Email: training@yourcvs.org