

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)



*Free Half-Day Workshops
for Voluntary and Community
Organisations*

**Getting the most from your PC!
AND
Creating your own website**

*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

Date and venue

Thursday 13th March 2012
at
Voluntary Action Luton
Luton LU1 1SA

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

Date and venue

Wednesday 29th February 2012
At
Voluntary Action Luton
Luton LU1 1SA

How to book your free place:

Phone Jean Myrie on 01582 733418
Email: jean.myrie@valuton.org.uk