

WORKPLACE DIGITAL WORKSHOP



Join our Digital Workshops – Enhance your digital and work skills to prepare you for all things digital in the workplace!

6 WEEK PROGRAMME

Mondays:

- 9:30am – 12:00pm

Thursdays:

- 9:30am – 12:00pm or
- 1:00pm – 3:00pm

Fridays:

- 1:00pm – 3:00pm



Location: Workpays, Springwell House,
Newbold Rd, Chesterfield S41 7PS



What you'll learn:



Supportive Learning Environment – Friendly space with expert tutors, support, and refreshments.



CV & Application Support – Get a CV and digital copy sent straight to your phone.



Essential Digital Skills – Learn Excel, Word, PowerPoint & Google alternatives.



Microsoft Teams Workshop – Get confident with video meetings, chat, and teamwork tools.



Build a routine – Boost your employability and get work-ready.



Payslips – Use Xero to access payslips and pension info.

**Flexible Start –
Enrol When It
Suits You!**



GET IN TOUCH!

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