



Are you a **Small Business Owner** or
Small Business Employee in
Cessnock/Kurri areas and
looking for ***free training**?

Workshop: Cloud Computing 101 (free brunch provided)
Dates: Fri 25 May & Fri 1 June 2018
Time: 9.30am – 12.30pm
Location: Cessnock (venue confirmed on registration)

Cloud Computing 101

Cloud Computing for Small Businesses can be a game changer! Come along to **both** of our ***free brunch workshops** to find out the benefits of cloud computing and experience what is it like working in the cloud. We will also take your basic **Word** and **Excel Skills** to the next level.

What will I learn?

- **Cloud Computing** - an understanding of cloud computing and explore some of the options available to Small Businesses
 - **Excel** – how to use functions, sort data, create charts & send via emails
 - **Word** – how to format tables, use graphics, work with styles & more!
- This workshop is designed for people who have basic word and excel skills and want the next level of Intermediate skills so they can be more Tech Savvy
 - This is a ***free training** program for eligible Small Business Owners and Small Business Employees. Brunch will be provided. Limited places available
 - You will receive a Statement of Attainment for the following units: FSKDIG02 and FSKDIG03. The training is valued at \$400 per person

Are you eligible for this *free training?

*Tech Savvy for Small Business training is subsidised by the NSW Government for eligible Small Businesses. The Tech Savvy Small Business Program is part of Smart and Skilled funding that aims to support Small Businesses and their staff.

- To be eligible for **Smart and Skilled** training, you must be:
 - An Australian Citizen, permanent resident or humanitarian visa holder, or a New Zealand citizen and
 - Be aged 15 years or older, and
 - Live or work in NSW, and
 - No longer be at school or equivalent.
- To be eligible for **Tech Savvy for Small Business** training, you must meet the above **Smart and Skilled** criteria plus:
 - Be a small business owner or employee of a business with less than 20 employees
 - Be employed in a business with less than \$2 million turnover (total sales)
 - Be available to attend both workshops

Places are limited, so enquire today and reserve your place!

For enquiries: Call Farrina Diogo **0419 077 862**

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