

**FREE!**

# Making the most of IT

*(computers and all that!)*

Two separate seminars for the voluntary and community sector in Derbyshire, helping them to make the best use of IT (computers and all that). These aren't technical sessions, but are designed for the accidental techie, the manager, director, or administrator to help the organization make best use of IT in delivering their mission.

**Thursday, 14<sup>th</sup> September, Bakewell Agricultural Business Centre,  
Agricultural Way, Bakewell**

### Session 1:

10.00am – 12.45pm

### Time to Wise Up

Learn to work smarter with your IT

purple **fz/ebra**  
taming your computers

### Session 2:

1.30pm – 4.30pm

**Making The Best Use of Free  
ICT Support**

**IT4COMMUNITIES**

**Book just the morning session or the afternoon session or come along to both! (lunch available for delegates attending all day)**

### Session 1—Time to Wise Up

An interactive session (with technical demonstrations and Q & A), by Purple Zebra, the social enterprise providing computer support to voluntary sector organisations in Derbyshire

- Improve your planning, management and effective use of IT**
- Raise awareness & promote the use of new technology**
- Improve your maintenance & upgrading of IT systems**

#### **Software Planning**

What software may be useful to you? How can you work smarter?

#### **Management Security**

Do you have an ICT policy? Are you protected?

#### **What's new Training**

What new technology could you use? Could training make you more productive?

#### **Funding Maintenance**

How do you fund your IT requirements? What should we do to minimise problems?



*Event organised by the Derbyshire CircuitRiders project  
run by High Peak CVS and with support from Derbyshire  
Dales CVS*



## Session 2—Making The Best Use of Free ICT Support

An interactive 3 hour workshop looking at the practical ways of working with IT professionals as IT volunteers in community and voluntary sector organisations, delivered by IT4 Communities.

***Aim: To enable groups, organisations and charities to feel confident that they could use a volunteer IT professional to support them with IT projects for their organisation.***

IT 4 Communities is a national initiative that encourages companies, employees and individuals with professional IT skills to volunteer these skills for the benefit of local charities and community groups. It has provided over £700,000 worth of support to voluntary groups since its launch in November 2002.

IT4Communities facilitates voluntary organisations in finding IT volunteers.

### Workshop Content:

- Is an IT volunteer the best option/an option/the only option?**
- What are the advantages of using IT professionals as volunteers?**
- Concerns and how to manage them.**
- How to manage an IT volunteer project to success.**

### Speaker:

Anne Stafford, IT4C Development Consultant, has provided IT support and training in the community and voluntary sector for the past four years. With prior employment with an e-learning & software development company, Anne has an MSc in Information Systems, & for 2 years ran an IT project for people who are homeless in Brighton and Hove, including supervising a team of volunteers. Anne has herself been an IT volunteer for several organisations.

*Bakewell Agricultural Centre is fully accessible, and has a large car park. More details about the venue, location etc can be found at <http://www.bakewellabc.org.uk>. We will send confirmation letters to all delegates.*

## Making the most of IT—Booking Form

### Please book me for:

- Session 1 (9.45am –12.45pm) - **Time to Wise Up**
- Session 2 (1.30pm-4.30pm) - **Making The Best Use of Free ICT Support**

If you are attending both sessions, a buffet lunch will be available. Please indicate below if you have any special dietary needs.

**Your name**

**Organisation or group**

**Address (inc postcode)**

**Telephone**

**Email**

**Please tell us if you have any support or dietary needs or special requirements (such as wheel chair access or hearing loop)**

Return this form to: Nicola Dinsdale, High Peak CVS, 1a Bingswood Trading Estate, Whaley Bridge, High Peak, Sk23 7LY. email [Nicola@highpeakcvs.org.uk](mailto:Nicola@highpeakcvs.org.uk). 01663 735 350.