DIGITAL SKILLS EDUCATION

DIGITAL SKILLS COURSE CATALOGUE

2023

Welcome!

We're excited to share with you our course collection for 2023. Whether you've already taken part in one of our courses, or are brand new, we hope there is something here that interests you.

Our collection of courses offer hands-on workshops and training on all things digital. Everything from boosting your confidence using computers, to helping you improve your personal cyber security, to being creative with cutting edge tech.

We'll continue to offer our training online and remotely, but we're also excited to be able to attend more in person events and deliver face to face training.

Get in touch to book a course, a workshop, or a presentation for your workplace or team.

Craig Steele
Director, Digital Skills Education

This year, we're introducing new and refreshed courses in working with data - letting you get hands on and develop skills in presenting data, spotting misinformation, and using tools to work collaboratively online. These are skills that are becoming increasingly important, and I'm looking forward to sharing these courses with you and your teams.

We've updated our most popular cyber security courses to include the most up-to-date information and advice to keep you and your family safe.

As we all deal with an increasingly digital world, we've introduced new courses on digital wellbeing and data detoxing to help you develop healthy habits and relationships with the technology we use every day.

Daniel Devine
Course leader, Digital Skills Education

Table of courses

About our courses

What you need to know.

We design and deliver interactive training that brings digital skills to life. Our courses help people develop digital skills in a fun and creative environment.

We specialise in cyber security and digital skills for work. Our approachable and experienced tutors have delivered training to thousands of people.

All training is interactive, hands-on, and you'll come away with advice you can put into practice.

No technical knowledge is required for any course. They are suitable for people of all abilities and confidence levels.

Kind words.

> The training which Craig and David ran for us was absolutely brilliant. It was great to be able to hear from two people with such a wealth of experience and a depth of knowledge in the field. Their understanding of how to run engaging online events was evident in the way they hosted the training: with interactivity, humour, and plenty of time for conversation. The two hours flew past, and we left with some great ideas and food for thought. I'd recommend this to anyone!
>
> **Dr Tim Leeson, Participation Lead**

> "Engaging and enjoyable - empowering rather than intimidating or scary
>
> **Education Professional, Educational Institute of Scotland**

How to book

✉ Email info@digitalskillseducation.com to book a session for your team.

🖥 Courses can be delivered in your workplace, or online using Zoom or Microsoft Teams.

🕐 All courses are 90 minutes, and can be adapted to suit your team.

📥 Don't see what you're looking for? We also write bespoke training packages and courses.

Paying for your course

Payment for all courses can be made by bank transfer or card.
Many of our courses can be funded through the Scottish Union Learning Fund.
Course costs are calculated based on the specific needs of your workplace, and we can work to fit your budget. **Email info@digitalskillseducation.com**

Who we've worked with

We've worked with organisations and companies around Scotland, and internationally, to upskill workers, volunteers, and young people. We've delivered courses and training with:

Skills Development Scotland

Scottish Union Learning stuc

Scottish Government Riaghaltas na h-Alba gov.scot

THE DATA LAB value from data

Prince's Trust

YouthLink Scotland The national agency for youth work

THE UNIVERSITY OF EDINBURGH

Staying safe and secure.

These courses will help your team feel more confident about their cyber security. We'll tell you what you need to know, and share the best apps and advice to keep you safe.

These courses are suitable for all learners: You don't need any technical knowledge or experience to take part.

The information is based on advice from trusted cyber security experts, including the National Cyber Security Centre.

These courses will boost your cyber security knowledge and help you feel comfortable and confident online.

Kind words.

"Great course. Craig and Daniel made it really interesting and informative. Very useful information that I will be able to take away and put into practice as well as informing others.
-
**Course participant,
Stirling Council**

"So informative. To come away knowing how to encrypt and secure files is awesome. These skills are essential, and now I have them in my toolbox it will also help the rest of my team.
-
**Staff member,
Young Enterprise Scotland**"

✉ Book a course: info@digitalskillseducation.com

Protecting your online accounts

We'll show you the best apps and features to keep your accounts protected.

- How to set up and use **Password Managers** – a way to securely create and store passwords
- How to turn on and use **Two Factor Authentication** – one of the most effective ways at securing your accounts

Spot and avoid online scams

Learn about social engineering, the way cyber criminals try to trick you and steal your information.

- How to spot and **protect yourself from "phishing"**, scam websites and emails
- How to use **Virtual Private Network** software to keep your connection secure and private

Protecting your computers from viruses and malware

Learn the best features and apps to defend your devices.

- How to choose and use **antimalware software** to protect against viruses, worms, and trojans
- How to perform **software updates** on your computers, phones, and tablets to keep them fast and secure

Staying safe in virtual meetings

Whether it's Zoom, Microsoft Teams, WebEx, or Google Meet, this course will show you how to keep your video conference cyber safe.

- Learn how to use **security features** built into these apps
- Understand how to **control what you share** when attending online meetings and events

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How can you protect yourself and your family when using social media? We'll highlight the current social media scams used by cyber criminals and show you how to spot them.

- How to spot and report a "**phishing**" email or text message
- How to adjust your social media **account settings** to make it difficult for a cyber criminal to take over your account

Using social media safely

Preparing for the worst – recovering from a cyber attack

We'll show you the best apps and features to keep your accounts protected.

- How to turn on **encryption** on your computer – the strongest way to protect your data
- How to **backup and restore** your documents, photos, and videos in case of the worst

How to be resilient against ransomware
Reduce the impact of a cyber attack

Ransomware is the biggest cyber security threat in the world right now - and it's set to cause disruption to thousands of businesses and individuals around the world.

We'll explain how it works, and then show you practical ways to reduce the likelihood of being involved in ransomware attacks – and the steps you can take to minimise the impact.

The tools to protect yourself are already available on most smartphones and computers - we'll show you how to use them.

What we'll cover

- What is ransomware?
- Choosing and using antivirus software
- How to make backups locally, and online
- How to perform software updates

We can combine and adapt courses to suit the needs of your team. Get in touch and we can recommend what works well together and the best order to deliver them.

✉ **Book a course: info@digitalskillseducation.com**

Working with data and information.

○ Every business generates or collects data. Businesses need workers who are skilled at making sense of this data.

○ Understanding data and using it to make good decisions is important in many jobs across healthcare, agriculture, finance, tourism, the public sector, and the creative industries.

○ These data skills courses will help you read, understand, create, and communicate data. No data science or technical knowledge is required.

Kind words.

" I have learned a great deal about managing my data and protecting my privacy. A lot I never knew before. A must take course.

-
**Workplace learner
Financial services industry**

" A must-have workshop...It gave me lots of practical advice and tools, which I can go and explore. I also learned about the collection and further utilisation of my data and activity on the internet, that I did not consider before.

-
**Course participant
Data scientist**

✉ Book a course: info@digitalskillseducation.com

Courses.

Creating graphs and charts

A good graph or chart can visually show as much information as pages of words. But how do you choose which style of graph to use? Learn the basics behind drawing and creating good graphs and charts.

- How to **display information clearly** and accurately, without confusing or misleading your audience
- How to use popular tools for creating **graphs and charts**

Nowadays our computers, phones, and tablets are filled with personal data – but how can we keep that sensitive information out of the wrong hands? Learn the most important steps to take to protect the data you hold.

- How to **store your data securely** on laptops, phones, and storage devices
- How to **share your data on secure connections** and using encrypted messaging apps

Protecting sensitive data

Google offers a suite of free tools that allow you to work together to create and edit documents, spreadsheets, and presentations. We will walk you through everything you need to know to get started using Google Drive.

- How to **work collaboratively** on documents, spreadsheets, and presentations
- How to **share files** with colleagues, safely and securely

Working collaboratively using Google Drive

Misinformation, myths, and "fake news"

Get familiar with misinformation, and understand how to spot it. By identifying misinformation, you can help stop the spread.

- Learn how **fake news** and misleading content is created and shared
- How to verify content online: **fact check** images, profiles, and stories

Introduction to communicating with data

Data is easier to digest and understand when presented in a visually appealing way. Telling a story with your data might sound difficult, but it doesn't need to be complex.

- Explore data visualisation tools used by data journalists to **tell stories with numbers**
- Use Google News Lab's data tools to create an animated **data visualisation**

How to be irreplaceable in an automated workplace

Will robots take over the world? Can they think like us? Can they act like us? Let's get to grips with understanding the practicalities of an automation revolution. This workshop will consider what makes a job safe or at risk, both now and in the future.

- How you can use your skills to stay relevant in a **changing work landscape**
- **Get hands-on** and code a robot to complete a simple task

Make a map with data

One of the most powerful ways to present data is on a map. Pinning your data to a custom map helps tell the story, and lets people understand it better.

In this course, you'll learn how to use a geographical information system (GIS) to import, edit, manipulate and present data.

You'll use a free tool to generate custom maps for your own presentations, reports, or blogs.

- Learn how to use a geographical information system (GIS) to import, edit, manipulate and present data
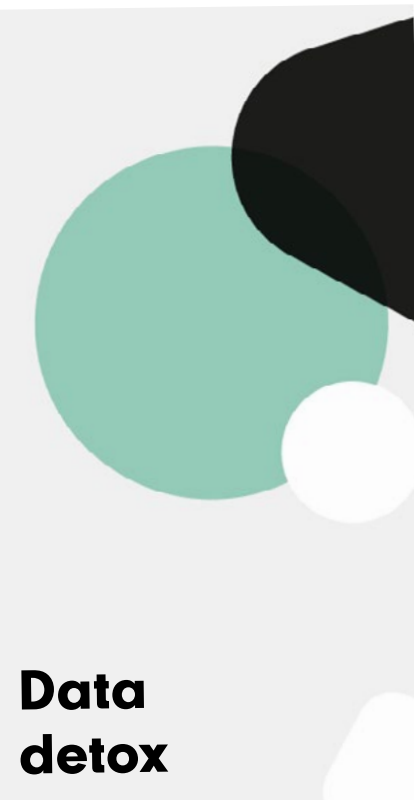- Understand the power of data visualisation

We can combine and adapt courses to suit the needs of your team. Get in touch and we can recommend what works well together and the best order to deliver them.

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A more positive relationship with technology.

These courses include practical advice and demonstrate tools and features already available on most smartphones and computers. These courses are suitable for all learners, no technical skills are required.

In this course, we look at ways we can improve our relationship with technology, and how we can use it in a more positive, and less intrusive way.

Have you ever heard your phone ping, and found yourself feeling annoyed or anxious before you've even looked at the screen? Or have you had physical symptoms of using technology too much – feeling tired, strained eyes, sore head? Or do you simply get too distracted and can't focus on work?

How can we cut down on the negative effects of so much time on our screens, computers, tablets, or phones?

- Evaluate your own **digital habits**
- Identify areas your **digital wellbeing** can improve
- **Take control** of how you use your smartphones and computers
- Learn how to make **small changes that can make a big difference** to your digital wellbeing, without affecting your workload

Digital wellbeing

Feel like you're sharing too much data? Have you let yourself install too many apps, clicked "I agree" too many times, or generally feel like you've made too many accounts?

We'll show you how to take back control of your digital privacy – but without having to give up your smartphone.

- Learn how companies gather and process your **personal data**
- Learn tips about **reducing the amount** of data stored about you
- "**Data detox**" your web browsing, social media, and phone
- Adjusting your settings so you **share only what you're comfortable with**

Data detox

Feedback

> A lively, interactive and incredibly informative course. This was REAL digital skills education in action for me. I feel so much better informed and empowered. Thank you!

> Lots of food for thought. I learned how to manage my online presence and how to easily delete my data.

> I have learned the reasons for companies collecting data on me and how they might use this. I now have a better awareness.

Using social media professionally.

Social media can be a powerful networking tool for professionals.

Understand how to use social media apps to make professional connections and promote your work.

Improve your employability and progress your career.

Courses.

Presenting yourself online with LinkedIn

LinkedIn is the most popular professional social media site in the world.

- How to get the most out of LinkedIn and present yourself to a **professional audience**
- How to make new professional contacts, share more about your work, and how to look for new **job opportunities**

Getting started with Instagram

Are you interested in using Instagram professionally? Whether you're a total beginner, or you already have an account and want to get more out of it - this is for you. We'll investigate how successful professionals use Instagram to share their work.

- How to **create posts and stories** that highlight you and your work
- How to **reach more people** who might not be familiar with your work, and build your audience of followers

Getting started using Zoom

You'll learn how to use Zoom as a participant, as well as how to set up your own meetings and invite participants. By the end, you'll know how to access meetings using the key features of this important business tool.

- Learn **how to get set up** with Zoom, a video conferencing app
- Understand **how to participate** in Zoom meetings safely and use its key features

Being comfortable and confident when presenting online

There's more to online events than "webinars" with presenters slowly shuffling slides. In this course, we'll talk about how you can improve your online presenting skills. See how screen sharing, breakout rooms, and polls can make your presentations more engaging and interactive.

- **Improve your confidence** when presenting online
- Practical **hints and tips** about adapting your events or training for an online audience

Get in touch

🌐 https://digitalskillseducation.com

✉️ info@digitalskillseducation.com

🐦 @DigiSkillsEd

in https://linkedin.com/company/digital-skills-education

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Backup	Education	Security
Cyber	Instagram	Skills
Data	LinkedIn	Virus
Detox	Scam	Wellbeing
Digital		