



## **Befriend In-house Training**

Befriend offers in-house workshops, seminars and group training for your organisation's clients or staff and volunteers.

Our areas of expertise are **social inclusion, connection, and technology for inclusion.**

### **Professional Development Workshops for Your Staff**

- Half-day length (3.5 hours) for up to 12 people at \$550
- Seminar (1.5 hours) for up to 20 people at \$330

#### **Available workshops include:**

- Technology 101 – Train the Trainer (for support workers)
- Using Technology for Enabling Life Skills and Independence – Train the Trainer (for support workers)
- iPads and Older Adults - Train the Trainer (for support workers)
- Sparking Connections through Social Support (for support workers)
- Sparking Inclusive Practice in Teams (for coordinators and managers)

### **Workshops for Your Organisation's Clients**

Workshops for clients are two hours (or less if more appropriate) for up to 12 people and cost \$330.

#### **Available workshops include:**

- Technology 101 – a kick-starter for anyone who is new to technology or feels like they've fallen behind; covers choosing devices and internet, deciphering jargon, and basic concepts around devices and the internet
- Online Safety for You and Your Family – online safety for parents; covers safe practice and principles, useful tools and resources, and modeling safe behaviour for children
- iPad Crash Course – a thorough, hands-on and fun workshop for those who want to get the most out of their iPad; covers device operation, downloading and using apps, useful settings, and tips & tricks
- Connecting Online Safely – connect with loved ones or make new connections, safely; covers social networks, emailing, video communication (e.g. Skype), and online safety

### **Group Training Programs for Your Organisation's Clients**

Group training for clients can be customised to suit your organisation's needs. However, a typical program runs over six weeks (1-hour sessions each week) for up to eight people at a cost of \$1,320.

#### **Training topics include:**

- iPad Basics – covers operating the device, connecting online, downloading and using apps, emailing, and searching and browsing online
- Android Tablet Basics – covers operating the device, connecting online, downloading and using apps, emailing, and searching and browsing online
- Connecting and Learning Online – using any mobile smart device, participants with existing basic skills learn to use email, video communication, social networks and other tools for connecting with friends, family, community and new connections online, as well as apps and websites for learning and exploring online

## **General Information**

### **Advantages of in-house training:**

- It promotes communication and builds rapport between participants
- It can be easily customised specifically for your organisation or group, using examples and images from your own environment
- Cost effective

### **We ask that you provide the following facilities:**

- A quiet, comfortable room
- Appropriate numbers of tables and chairs
- A projector & screen (or white surface)
- A whiteboard, pens and an eraser (desirable)
- Reliable Wi-Fi (desirable; necessary for some technology workshops)

If you do not have a suitable room at your organisation, it may be possible to arrange for a room in another organisation, library or other local council facility.

### **We ask participants to bring the following to in-house training:**

- Pen and notepaper
- Mobile device, such as smartphone or iPad (for technology workshops)

We will supply all the remaining equipment and materials.

## **Don't see a workshop that suits your organisation?**

If you have a specific request for a custom workshop or variation on one of our workshops, please contact us for a quote.

## **Have a question?**

Please contact Claire at [efriends@befriend.org.au](mailto:efriends@befriend.org.au) or 0434 559 564 for all training enquiries or visit our website [befriend.org.au](http://befriend.org.au)