

# Hour to Empower Workshops 2025 - Application Basics

**Key Focus: Practical, workplace-oriented tech skills**

## **Wed 19th February; Using Zoom and Functionality**

- Learning Outcomes:** Understand the core functionalities of Zoom for virtual meetings & workshops.  
Confidently host & manage a Zoom session, including advanced features.
- Content:** Overview of Zoom interface & basic features (eg joining meetings, muting/unmuting, chat).  
Advanced tools: screen sharing, breakout rooms and polls.  
Security and troubleshooting common issues
- Activities:** Interactive Demo: Walkthrough of Zoom features with participant interaction  
Participants manage breakout rooms and share feedback.

## **Fri 21st March; Using Outlook to Manage Scheduling**

- Learning Outcomes:** Efficiently use Outlook to organise emails, calendars and tasks.  
Schedule and manage appointments, meetings and recurring events effectively
- Content:** Overview of Outlook interface and features (email organisation, calendar integration).  
Advanced scheduling: recurring meetings, reminders and shared calendars.
- Activities:** Participants create and manage sample meetings in Outlook  
Solve workplace scheduling challenges using Outlook.

## **Thurs 24th April; Using Teams - The Basics**

- Learning Outcomes:** Understand the basic functionalities of Microsoft Teams for communication & collaboration.  
Use Teams to create channels, share files and communicate effectively.
- Content:** Teams navigation and features (chat, channels, file sharing).  
Tips for organising and participating in Teams meetings.
- Activities:** Guided practice: Create a Team, set up channels and share files  
Practice collaborating on a project in Teams

## **Tues 20th May; Using Excel and Spreadsheets in Your Workplace**

- Learning Outcomes:** Demonstrate the ability to create & manipulate basic spreadsheets in Excel.  
Apply formulas & functions to enhance productivity in workplace tasks.
- Content:** Overview of Excel interface and basic operations (data entry, formatting).  
Introduction to formulas, charts and conditional formatting.
- Activities:** Hands-On Activity: Build a budget or schedule spreadsheet  
Formula Practice: Use basic functions like SUM, AVERAGE and IF.

## **Mon 23rd June; Doing Presentations Using PowerPoint**

- Learning Outcomes:** Create engaging and professional PowerPoint presentations.  
Use design features and animations to enhance message delivery.
- Content:** Best practices for slide design (fonts, colours, layout).  
Using animations, transitions and multimedia effectively.
- Activities:** Demonstrate what should and should not be in a slide deck.  
Design Challenge: Deliver a 2-minute presentation using their slides.

### **Wed 16th July; Using ChatGPT: Benefits and Cautions**

- Learning Outcomes:** Understand the capabilities and limitations of ChatGPT for workplace tasks.  
Use ChatGPT effectively while maintaining ethical and critical considerations.
- Content:** Overview of ChatGPT applications (eg drafting emails, generating ideas).  
Ethical use: fact-checking, privacy and data sensitivity.
- Activities:** Participants use ChatGPT for workplace task (eg writing a report)  
Analyse scenarios where ChatGPT is beneficial or potentially problematic.

### **Fri 15th August; AI Assisting and Enhancing Administration**

- Learning Outcomes:** Identify AI tools that can streamline administrative tasks.  
Integrate AI tools into daily workflows effectively and ethically
- Content:** Overview of AI tools for task automation (eg scheduling, data analysis)  
Ethical considerations and best practices.
- Activities:** Tool Exploration: Participants explore AI tools and share their findings.  
Create a mock workflow incorporating AI tools.

### **Thurs 23rd October; Publishing or Marketing Your Services**

- Learning Outcomes:** Understand strategies for marketing services online using digital tools.  
Apply techniques to create and share engaging content for service promotion.
- Content:** Basics of digital marketing (eg social media, email campaigns).  
Tools for creating promotional content (eg Canva, social media schedulers).
- Activities:** Participants design a simple flyer or post.  
Develop a marketing plan for their service.

### **Tues 18th November; Social Media Supporting Your Role**

- Learning Outcomes:** Understand the role of social media in professional networking & service promotion.  
Use social media platforms effectively and responsibly in a professional context.
- Content:** Overview of key platforms (LinkedIn, Facebook, Instagram).  
Best practices for creating engaging, professional content.
- Activities:** Profile Review: Optimise a social media profile for professional use.  
Create a post that highlights their role or services.

### **INVESTMENT**

<b>Members:</b>	<b>\$40.00</b>
<b>Non-members:</b>	<b>\$60.00</b>
<b>ARTA Students:</b>	<b>\$30.00</b>

**Book for this whole series of Hour to Empower workshops and get one free - contact the office on  
02 9887 2111 or [enquiries@recreationaltherapy.au](mailto:enquiries@recreationaltherapy.au)**

**Bookings can be made through the website on [www.recreationaltherapy.au](http://www.recreationaltherapy.au)**