**Request for Microsoft Office Training**

IT support sessions can be arranged and delivered for either a whole team or to colleagues in specific roles, as requested. These sessions can be used to explore particular tasks or queries or work through general learning resources relating to Microsoft Office (Word, Excel and PowerPoint), Outlook (email and calendar management) and Office 365 (including OneNote and OneDrive).

To request an IT support session please answer the following questions with as much information as possible and return the form to [POD@leedsbeckett.ac.uk](mailto:POD@leedsbeckett.ac.uk), **ideally** **at least 8 weeks before you wish the session to occur.**

Our external IT facilitators, Happy, will then work closely with you to ensure the session meets the needs of the group.

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| **Contact name:** |  |  |
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| **School/Service Area:** |  |  |
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| **Team:** |  |  |
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| **Number of colleagues attending:** |  |  |
| *To support learning, these sessions work best for groups of up to 8, with 10 being the maximum group for a single session.* | | |
| **Approximate budget available:** |  |  |
| *The session/s will be delivered by our external IT training provider, Happy. The cost, which would typically be funded locally, will be £250+VAT per 90-minute webinar session, plus £225+VAT per day for any design work that may be required for the session.* | | |
| **Preferred date/s:** |  |  |

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| --- | --- | --- |
| **Preferred timing/s:** *e.g. 90-minutes, AM/PM* |  |  |

**What is the aim of the IT support session?**

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**What is the main driver for this request?**

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**What training have colleagues had previously on this topic that we might need to bear in mind?**

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**Is there anything else that may help to inform this activity?**

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**How will you know if the training has been successful?**

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**What happens next?**

Once we’ve received the completed form, we will share your request with our IT training provider, Happy, who should then contact the relevant colleague directly to discuss the session further, confirm date/s, discuss learning objectives in more detail, and agree the final session outline.

Please note that you will be required to raise the PO number at this point.

**After the session**

Evaluation is important to us. After the session we will contact you for a list of all the delegates who attended the session, if we haven’t already received this. We’ll then send out an online survey to evaluate initial reaction to the event and share the final/collated feedback with you and the session’s facilitator.