

MS Office 365 & digital skills training

Helping eligible women build confidence and workplace capability before commencing employment, supporting long-term employment success.

Available at no cost to eligible women aged 15 years and over preparing to commence employment within the Ipswich, Lockyer Valley, Scenic Rim or Somerset regions.

How it works

- Employer or participant completes the online form.
- Training access is provided via email link.
- Participant completes training before or shortly after commencing employment.
- The trainer provides ongoing support.

Onboarding a new employee?

Workforce Connections Employment Support

Support a successful start to employment with access to flexible online training over one day.

Eligible participants can choose a time and date that suits them, with beginner, intermediate or advanced levels in:

- **Word**
- **Excel or advanced Data Analysis**
- **PowerPoint**
- **Outlook**

Plus, Digital Skills to start work – 2 hours online

To register or enquire:

Scan the **QR Code** or,
[Click this link here](#)



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IPSWICH & WEST MORETON

Recruiting a new staff member? Ask us how Workforce Connections can support recruitment & workplace readiness.