

IT & Social Media for Small Business

Are you making the most of your ICT systems and software? Learning some simple tools could increase your productivity and save you time and money.

Are you confused by Twitter and Facebook? Do you feel you're being left behind and want to take advantage of the social networking opportunities for your business? We can explain what it's all about in an easy to understand way, and help you set up accounts, show you how to make links and connections, and link to your website too.

This will be a 'hands on' session at which you work on a PC. You will learn:

- How using the current and correct software can increase your business productivity.
- How to create a customer database and mail merge documents.
- Basics on how to design and distribute an e-newsletter
- How using the Internet can enhance your business without costing a fortune
- How to market yourself online and how to get found.
- Social networking for business – setting up Twitter & Facebook accounts, linking to your website.

Date: Tuesday 26th April 2011

Time: 9.30am – 3.00pm

Venue: Sure Start Centre, Thorpe Hamlet, Norwich, Norfolk, NR1 4BP

Facilitators: Mark Merrywest & Jenny Eaton

Cost: £55 + vat. Refreshments included. Please bring a packed lunch.

Spaces are limited to 14

To find out more, or book your place, contact Amy on: amy@work-house.org

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