

Clarion Futures Digital Skills Online Sessions' Delivery Programme 2021/2022



July 2021

Digital Skills Online Learning Sessions

Email: futuresdigital@myclarionhousing.com to signpost residents/learners

Pre-requisites - Learners wishing to attend a session must:

- Have access to a digital device (and wireless internet connection)
- Be able to access and use a personal email account
- Have provided GDPR approval to enable them to be contacted

Monday	Tuesday	Wednesday	Thursday	Friday
12	13	14	15	16
	Accessing & Using My Clarion Housing Online Account (for Clarion residents ONLY) 13.00pm - 14.00pm		Digital Device Scheme (for residents who have been allocated a Laptop/Tablet/Mi-Fi device by CFD) 14.00pm – 15.00pm	

August 2021

Monday	Tuesday	Wednesday	Thursday	Friday
9	10	11	12	13
	Accessing & Using My Clarion Housing Online Account (for Clarion residents ONLY) 10.30am - 11.30am			
16				
Digital Device Scheme (for residents who have been allocated a Laptop/Tablet/Mi-Fi device by CFD) 10.30am – 11.30am				

Clarion Futures Digital Skills Online Sessions' Delivery Programme 2021/2022



September 2021

Digital Skills Online Learning Sessions

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- Have access to a digital device (and wireless internet connection)
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- Have provided GDPR approval to enable them to be contacted

Monday	Tuesday	Wednesday	Thursday	Friday
6	7	8	9	10
	Accessing & Using My Clarion Housing Online Account (for Clarion residents ONLY) 13.00pm - 14.00pm	Internet Safety & Parental Controls 10.30am - 11.30am	Shopping & Saving Money Online 10.30am - 11.30am	
13	14	15	16	17
	Internet Safety & Parental Controls 13.00pm - 14.00pm	Digital Device Scheme (for residents who have been allocated a Laptop/Tablet/Mi-Fi device by CFD) 10.30am – 11.30am	Accessing & Using FREE Online Learning Platforms 10.30am – 11.30am	
20	21	22	23	24
	CV Good Practice & Online Job Search 10.30am - 11.30am	Accessing & Using Facebook 10.30am – 11.30am	CV Good Practice & Online Job Search 13.00pm - 14.00pm	
27	28	29	30	
	Internet Safety – Staying Safe Online 10.30am - 11.30am	An Introduction to Microsoft Word 13.00pm – 14.00pm	Introduction to the Internet & Web-browsing using Google 10.30am - 11.30am	

Clarion Futures Digital Skills Online Sessions' Delivery Programme 2021/2022



October 2021

Digital Skills Online Learning Sessions

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Pre-requisites - Learners wishing to attend a session must:

- Have access to a digital device (and wireless internet connection)
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- Have provided GDPR approval to enable them to be contacted

Monday	Tuesday	Wednesday	Thursday	Friday
4	5	6	7	8
	An Introduction to Microsoft Word 10.30am – 11.30am	Accessing & Using My Clarion Housing Online Account (for Clarion residents ONLY) 10.30am -11.30am	Internet Safety – Staying Safe Online 13.00pm – 14.00pm	
11	12	13	14	15
	Managing your Digital Footprint 10.30am - 11.30am	Accessing & Using LinkedIn 10.30am - 11.30am	Understanding & Using Email 10.30am - 11.30am	
18	19	20	21	22
Digital Device Scheme (for residents who have been allocated a Laptop/Tablet/Mi-Fi device by CFD) 10.30am – 11.30am	Understanding & Using Email 13.00pm – 14.00pm	An Introduction to Microsoft Excel 13.00pm - 14.00pm	Managing your Digital Footprint 13.00pm – 14.00pm	
25	26	27	28	29
	An Introduction to Microsoft Excel 10.30am -11.30am	Accessing & Using FREE Online Learning Platforms 13.00pm – 14.00pm	Shopping & Saving Money Online 13.00pm – 14.00pm	

Clarion Futures Digital Skills Online Sessions' Delivery Programme 2021/2022



November 2021

Digital Skills Online Learning Sessions

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Pre-requisites - Learners wishing to attend a session must:

- Have access to a digital device (and wireless internet connection)
- Be able to access and use a personal email account
- Have provided GDPR approval to enable them to be contacted

Monday 1	Tuesday 2	Wednesday 3	Thursday 4	Friday 5
	Internet Safety – Staying Safe Online 10.30am -11.30am	CV Good Practice & Online Job Search 13.00pm – 14.00pm	Accessing & Using My Clarion Housing Online Account (for Clarion residents ONLY) 13.00pm – 14.00pm	
8	9	10	11	12
	An Introduction to Microsoft Word 13.00pm – 14.00pm	Internet Safety & Parental Controls 13.00pm – 14.00pm	An Introduction to Microsoft Excel 13.00pm – 14.00pm	
15	16	17	18	19
	Managing your Digital Footprint 10.30am - 11.30am	Digital Device Scheme (for residents who have been allocated a Laptop/Tablet/Mi-Fi device by CFD) 14.00pm – 15.00pm	Internet Safety & Parental Controls 10.30am – 11.30am	
22	23	24	25	26
	Accessing & Using Facebook 10.30am - 11.30am	Introduction to the Internet & Web-browsing using Google 13.00pm – 14.00pm	Internet Safety – Staying Safe Online 13.00pm – 14.00pm	
29	30			

Clarion Futures Digital Skills Online Sessions' Delivery Programme 2021/2022



December 2021

Digital Skills Online Learning Sessions

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- Have access to a digital device (and wireless internet connection)
- Be able to access and use a personal email account
- Have provided GDPR approval to enable them to be contacted

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
		An Introduction to Microsoft Word 10.30am -11.30am	Understanding & Using Email 10.30am – 11.30am	
6	7	8	9	10
	An Introduction to Microsoft Excel 10.30am -11.30am	Accessing & Using My Clarion Housing Online Account (for Clarion residents ONLY) 10.30am – 11.30am	Managing your Digital Footprint 13.00pm – 14.00pm	
		Digital Device Scheme (for residents who have been allocated a Laptop/Tablet/Mi-Fi device by CFD) 10.30am – 11.30am		
13	14	15	16	17
	Accessing & Using FREE Online Learning Platforms 13.00pm – 14.00pm	Shopping & Saving Money Online 10.30am – 11.30am	Accessing & Using LinkedIn 10.30am – 11.30am	

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January 2022

Digital Skills Online Learning Sessions

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Monday	Tuesday	Wednesday	Thursday	Friday
10	11	12	13	14
	Shopping & Saving Money Online 10.30am – 11.30am	An Introduction to Microsoft Word 10.30am – 11.30am	Internet Safety & Parental Controls 13.00pm – 14.00pm	
17	18	19	20	21
	Accessing & Using My Clarion Housing Online Account (for Clarion residents ONLY) 13.00pm – 14.00pm	An Introduction to Microsoft Excel 10.30am -11.30am Digital Device Scheme (for residents who have been allocated a Laptop/Tablet/Mi-Fi device by CFD) 10.30am – 11.30am	Accessing & Using FREE Online Learning Platforms 10.30am – 11.30am	
24	25	26	27	28
	CV Good Practice & Online Job Search 10.30am - 11.30am	Accessing & Using Facebook 10.30am – 11.30am	CV Good Practice & Online Job Search 13.00pm – 14.00pm	
31				

Clarion Futures Digital Skills Online Sessions' Delivery Programme 2021/2022



February 2022

Digital Skills Online Learning Sessions

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Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
	Internet Safety – Staying Safe Online 10.30am -11.30am	An Introduction to Microsoft Word 13.00pm – 14.00pm	Introduction to the Internet & Web Browsing using Google 10.30am -11.30am	
7	8	9	10	11
	An Introduction to Microsoft Word 10.30am -11.30am	Accessing & Using My Clarion Housing Online Account (for Clarion residents ONLY) 10.30am – 11.30am	Internet Safety – Staying Safe Online 13.00pm – 14.00pm	
14	15	16	17	18
	Managing your Digital Footprint 10.30am - 11.30am	Accessing & Using LinkedIn 10.30am – 11.30am	Understanding & Using Email 10.30am – 11.30am Digital Device Scheme (for residents who have been allocated a Laptop/Tablet/Mi-Fi device by CFD) 14.00pm – 15.00pm	
21	22	23	24	25
	Understanding & Using Email 13.00pm – 14.00pm	An Introduction to Microsoft Excel 13.00pm -14.00pm	Managing your Digital Footprint 13.00pm – 14.00pm	

Clarion Futures Digital Skills Online Sessions' Delivery Programme 2021/2022



March 2022

Digital Skills Online Learning Sessions

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	An Introduction to Microsoft Excel 10.30am – 11.30am	An Introduction to Microsoft Word 10.30am -11.30am	Shopping & Saving Money Online 13.00pm – 14.00pm	
7	8	9	10	11
	Internet Safety - Staying Safe Online 10.30am -11.30am	CV Good Practice & Online Job Search 13.00pm – 14.00pm	Accessing & Using My Clarion Housing Online Account (for Clarion residents ONLY) 13.00pm – 14.00pm	
14	15	16	17	18
Digital Device Scheme (for residents who have been allocated a Laptop/Tablet/Mi-Fi device by CFD) 10.30am – 11.30am	An Introduction to Microsoft Word 13.00pm – 14.00pm	Internet Safety & Parental Controls 13.00pm – 14.00pm	Accessing & Using FREE Online Learning Platforms 10.30am – 11.30am	
21	22	23	24	25
	Introduction to the Internet & Web Browsing using Google 10.30am – 11.30am		Internet Safety & Parental Controls 10.30am -11.30am	
28	29	30	31	
	Accessing & Using Facebook 10.30am -11.30am	Introduction to the Internet & Web Browsing using Google 13.00pm -14.00pm	Internet Safety - Staying Safe Online 13.00pm – 14.00pm	