



University of Wales
Trinity Saint David
LONDON

ONLINE

DIGITAL SKILLS WORKSHOPS

PREPARE FOR YOUR ASSESSMENTS WITH CONFIDENCE



BOOST YOUR ACADEMIC PERFORMANCE



BUILD PRACTICAL DIGITAL SKILLS

ABOUT THE WORKSHOPS

A SERIES OF FOUR ONLINE WORKSHOPS TO
DEVELOP YOUR DIGITAL AND
PROFESSIONAL SKILLS.

- **Target Audience:** All MBA and BALM students (Attendance is highly recommended).
- **How to Join:** Simply click the workshop links in your calendar to join each session at the scheduled time. Alternatively, you can find the links in the Announcement forum on the MBA Moodle page.

AIMS & BENEFITS

BOOST YOUR ACADEMIC PERFORMANCE

These workshops will help you with:

- **Professional Formatting:** Learn to create beautifully formatted and presented documents using MS Word and MS PowerPoint.
- **Effective Collaboration:** Master professional communication and teamwork tools using MS Teams.
- **Career Readiness:** Develop critical employability skills that support continuous, independent learning.
- **Immediate Academic Benefit:** Maximize your transferable skills marks by directly addressing your course assessment requirements.

SCHEDULE

WORKSHOP SCHEDULE

Topic	Date	Time
 MS Word	2nd July	13:00 – 14:00
 MS PowerPoint	9th July	13:00 – 14:00
 MS Teams	16th July	13:00 – 14:00
 LinkedIn Learning	23rd July	13:00 – 14:00

Important Note for Workshops 1 & 2: These two sessions will actively review your upcoming assessment requirements and guide you on how to meet them. If time permits, we will also examine professional templates and document development.

FACILITATORS & JOIN

MEET THE DIGITAL SKILLS TEAM



j.hill@uwtsd.ac.uk

JESSICA HILL

Delivering the Microsoft Word session

Thursday, 2nd July

01:00 PM

Delivering LinkedIn Learning session

Thursday, 23rd July

01:00 PM

FACILITATORS & JOIN

MEET THE DIGITAL SKILLS TEAM

**Delivering the
Microsoft PowerPoint
session**

Thursday, 9th July
01:00 PM



g.couch@uwtsd.ac.uk

Gwen Couch

FACILITATORS & JOIN

MEET THE DIGITAL SKILLS TEAM



s.gill@uwtsd.ac.uk

STUART GILL

**Delivering the Microsoft Teams
session**

Thursday, 16th July

01:00 PM