wbtc

IT: Intelligent Time-Savers

Ready to elevate your daily computer work? In today's digital world, mastering IT Tools is key. This interactive, 2 hour workshop equips you with powerful features and shortcuts to streamline tasks and save time.

Who is it for?

The IT: Intelligent Time-Savers Professional Development Workshop is ideal for
- Anyone who works with a computer, whether you're in an office, at home, or on the go, if you want to work smarter not harder this workshop is for you.

What will this workshop cover?

This workshop will equip you with the essential skills to:
- **Navigate Windows with lighting speed** - using clever keyboard shortcuts
- **Optimise your multi-screen setup** - for seamless workflow
- **Automate your email communications** - manage your outbox like a pro
- **Simplify scheduling** - to reclaim valuable time

And many more essential tips and tricks that will make your computer work for YOU! This isn't a sit-and-listen webinar. You'll follow along in real time.

This workshop will be led by Hazel Thomas who is an experienced trainer with a passion for technology and the benefits that can be gained when it is harnessed positively and ethically.

Delivery:	Costs:	Workshop dates:
Online	Apprentices: Free	13th November 2026
2 Hours	Partners: £75	2nd February 2026
10:00am - 12:00pm	Commercial: £150	18th May 2026
		1st October 2026

To book your place on this workshop

Janet@wbtc-uk.com   01635 35975

wbtc-uk.com | 01635 35975 | Info@wbtc-uk.com