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| Higher Education and Skills Group  **Participation Branch Memo**  **Department of Education and Training** |
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***NUMBER:*** *2017 / 07 / 26*

**TO:**

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| Learn Local organisations  *– ALL* | Adult Education Institutions | Learn Local stakeholders |
| Participation Branch staff |  |  |

**FROM:** Eduard de Hue, Acting Director - Participation Branch

**DATE:** 26 July 2017

**SUBJECT: Access to the final three webinars supporting the delivery of the Intel® Learn Easy Steps program in 2017**

**ACTIONS/CRITICAL DATES:**

* Register at <https://goo.gl/forms/JMCSwcxpZ3u36fX72> now for upcoming Intel Easy Steps webinars on Friday 4 August; Friday 25 August & Friday 8 September 2017

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**Upcoming webinars session**

The final three webinars to support the delivery of the Intel® Learn Easy Steps program in 2017 will be delivered between August and September 2017. The content areas to be covered by these webinars are below.

**Teaching new technologies through Intel®**

* Integrating cloud based Apps using the Intel modules as a guide. Understand their functions and explore further using external resources.
* The updated modules include sections on function and design changes in operating system versions. These are a good learning tool for establishing and recognising transferable skills.
* Accessing the easy steps online modules as a visual tool to introduce technology to new learners.

**Date**:  **Friday 4 August 2017, 12:30pm – 1:30pm**

**Using the Intel® Learn Easy Steps Facilitator Guide to build your teaching sessions**

In this session, we will discuss the development of a 20-hour course using three modules from Intel® Learn Easy Steps. The focus will be combining lessons to meet learner’s needs and integrating Activity Cards to extend learning. Questions will be encouraged.

**Date: Friday August 25, 2.00 – 3.00pm**

**Teaching new technologies through Intel®**

* Integrating cloud based Apps using the Intel modules as a guide. Understand their functions and explore further using external resources.
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* Accessing the easy steps online modules as a visual tool to introduce technology to new learners.

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**Date: Friday 8 September, 2.30 – 3.30pm**

**Register online** **for any of these workshops here -** <https://goo.gl/forms/JMCSwcxpZ3u36fX72>

If you have any questions about the Intel® Learn Easy Steps program, and how you can get involved, you can contact Chris Christoforou at the CAE via email [intel@cae.edu.au](mailto:intel@cae.edu.au) or phone 8892 1653.