



Eat the Elephant

'Helping people achieve the objective'

Essential Management Development skills

Basic PC Awareness

Who is it for ?

Managers, Team Leaders, and team members who have limited knowledge and awareness of PC's.

What is it about and what will it do ?

Develop basic competency relating to PC working, various available applications. Familiarise and build confidence to use PC daily.

Typical Objectives

To install confidence to switch the PC on!

Indicative Outline Content

- **What a PC does and is needed for**
- **Basic PC working**
- **Various applications available**
- **Keyboard, printer and hardware**
- **Basic housekeeping**

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