Thurrock Adult
Community College

Course Outline and Details

Course Code TL4056Y24 **Title:** Virtual Meetings with Confidence

Time and duration		**Location**	
Start Date:	06 November 2024	ONLINE	
Start Time: 10:30	End Time: 12:30	Online	
Start Day:	Wednesday		
No. of Lessons:	1		
No. of Weeks:	1	Online	
Total No. of Hours:	2.00	ZZ99 9ZZ	E: tacc@thurrock.gov.uk

Description

Get to grips with Online meeting tools, including Teams, Zoom and Google.   Be confident in managing these essential business skills.

Discreet course for CVS partners - using a range of different tools to manage online meetings