



## Digital Mentor Program – 2021-2022

### Schedule of Meetings

(Melbourne/Sydney time)

Activity	Agenda	Date	Compulsory /Optional
<b>Digital Mentor Workshop</b>	Becoming a digital Mentor	Sept-December 2021 2 x 2.5 hr workshops	Compulsory
<b>Survey</b>	Online survey	On completion of workshops	Compulsory
<b>WhatsApp Group</b>	Invitation to join WhatsApp grp	On completion of workshops	Optional
<b>Police Checks</b>	Complete a police check	On completion of workshops	Compulsory
<b>Monthly Meeting No.1</b>	Meet and Greet all Mentors!! 30 minute training	Monday, 13 <sup>th</sup> December 2021, 3.00-4.30pm	Optional
<b>Monthly Meeting No.2</b>	Share Learnings PLUS training: Hosting a Zoom Meeting	Monday, 7 <sup>th</sup> February 2022, 3.00-4.30pm	Optional
<b>Monthly Meeting No.3</b>	Share Learnings PLUS training: Introduction to the Cloud	Wednesday, 9 <sup>th</sup> March 2022, 3.00-4.30pm	Optional
<b>Special Training</b>	Choosing the Right Device – 1.5 hours	Wednesday 16 <sup>th</sup> March 2022, 3.00-4.30pm	Optional
<b>Monthly Meeting No.4</b>	Share Learnings PLUS training: BeConnected review -	Monday, 4 <sup>th</sup> April 2022, 3.00-4.30pm	Optional
<b>Special Training</b>	Cyber Security for Seniors	Wednesday 27 <sup>th</sup> April 2022, 3.00-4.30pm	Optional
<b>Monthly Meeting No.5</b>	Share Learnings PLUS training: Mobile Phone Plans	Monday, 9 <sup>th</sup> May 2022, 3.00-4.30pm	Optional
<b>Monthly Meeting No.6</b>	Share Learnings PLUS training: Using Teamviewer to provide remote support	Wednesday, 8 <sup>th</sup> June 2022, 3.00-4.30pm	Optional
<b>Special Training</b>	<i>Using Mailchimp for Club Communication</i>	Tuesday 28 <sup>th</sup> June 2022, 6.00-8.00pm	Optional
<b>Monthly Meeting No.7</b>	Share Learnings – Final Finale	Monday 18 <sup>th</sup> July 2022, 3.00-4.30pm	Optional
<b>Tech Tip Tuesdays</b>	Different topics each week  The same topics we teach our learners every Tuesday  You learn a topic AND see how we teach our learners	2.30-3.00pm Starts 14 <sup>th</sup> December 2022 - December 2021 x 2 - January 2022 x 2 - February 2022 x 4 - March 2022 x 5 - April 2022 x 4 - May 2022 x 5 - June 2022 x 4 - July 2022 x 4	Optional
<b>Final Survey</b>	Online survey	July 2022	Compulsory