





# Taster Training Session for School Office Teams

For School Business Managers  
and Office Staff

 Tuesday July 7th  9.15am – 12.00pm

 The Hub at Wilfred Owen  
Primary School, SY2 5SH  Free to attend

## What we'll cover:



Using Canva to create professional newsletters, posters and communications



Organising office tasks using Microsoft tools (Planner, To Do, Teams)



Streamlining processes with simple automated workflows

[Book your place](#)

