



IT events and training programme 2020



IT events and training at ramsac

At ramsac we run a wide range of training courses and events to meet the needs of individuals working in business, not for profit and education organisations, to improve their knowledge and expertise on a variety of technical and non-technical subjects.

Our training programme covers topics, such as cybersecurity, business continuity and office 365, the courses are offered either as in person workshops, presentations or online learning.

Many of our events are free to attend and are mainly non-technical, so they are appropriate for any audience.

This document contains all our events and training courses for 2020. For more information or to book on any of these events, please contact ramsac on 01483 412040 or by emailing info@ramsac.com.



Cybersecurity board briefing

Objective: Vigilance starts in the boardroom and it's crucial that the C-suite take an active role in understanding the level of risk they are exposed to, and establish a meaningful and effective strategy. This half day workshop on cybersecurity has been designed to equip business leaders with vital skills and essential knowledge necessary in today's fully connected business environment. By participating in the workshop delegates will:

- Understand how cybercrime can and will impact your business.
- Have an awareness of the latest scams being targeted at businesses of all sizes.
- Have the ability to direct and prepare for cybersecurity risks, knowing how to talk both to IT and the rest of the business.
- Understand the impact of cybercrime with regards to GDPR

Learning format: Workshop aimed at the board of directors, partners or senior leadership team. With discussion and planning to leave the group with an understanding of their responsibilities, a plan for what they should do to protect their organisation from cyber-crime and advice on what to do in the event of a cyberbreach.

Duration/frequency: ½ day workshop, recommended annually.

Costs: £1,000 per workshop

Dates: On demand (run as a closed course for your organisation)

Cybersecurity
training



Cybersecurity **employee** briefing

Objective: Cybersecurity is an issue at every level and in every role of an organisation. Everyone has a part to play in keeping an organisation safe. The objective of this in-person briefing is to introduce the importance of cybersecurity and show employees how to be vigilant to protect themselves and the organisation they work for from cybercrime.

By attending employees will:

- Understand how cybercrime can and will impact your workplace and personal life.
- Have an awareness of the latest scams being targeted at businesses of all sizes.
- Understand what steps you can take to protect yourself

Learning format and duration: In-person presentation with workshop type discussion provided for all members of staff. Hour long briefings for 10-15 people at a time, with up to 5 sessions per day.

Costs: £500 per 1/2 day workshop, £900 per full day workshop

Dates: On demand (run as a closed course for your organisation)



Mimecast - Cybersecurity

Objective: Mimecast cybersecurity awareness training solution educates employees on cybercrime using highly engaging, modern training videos. It deploys training persistently but not intrusively and helps foster individual responsibility for protecting the organisation. Developed by top leadership from the U.S. military, law enforcement, and intelligence community, it makes employees an active part of your defence, instead of your biggest risk.

Learning format: Mimecast relies on humour to engage. Using a best-practice, micro-learning approach delivered via 3 to 5 minute videos sent to every user monthly. Employees watch the video and then answer a multiple choice question on the topic allowing the organisation to track employees understanding and address any gaps in knowledge.

Duration/frequency: All employees are sent monthly 3-5 minute training videos

Costs: from £22.50 per user per year



Phishing testing and awareness subscription

Objective: We will carry out random simulated phishing attacks, ensuring that every user receives a very realistic phishing email at least twice a year. If the user clicks on a link they will be taken to a safe web page, that highlights what they have just clicked on and offers them an immediate online training session on how to spot attacks in the future. You will receive a report every six months, telling you who did and didn't click on the link and who has completed the online training.

Duration/frequency: Phishing emails are sent twice a year

Costs: From £75 a month



Microsoft Office 365 applications: online training

Objective: Office 365 presents users with a whole host of applications, some are familiar such as Word, Excel and PowerPoint, but others may be new, such as Skype for Business, OneNote, OneDrive and Teams. Getting users up to speed with the tools you've put at their fingertips can be challenging, so ramsac have partnered with the Mandarin Academy to provide online, on demand training. There are thousands of hours of online training available covering most elements of the Office 365 application range.

Format & duration: Learners can choose to attend one of over 100 live webinars each month, to watch recorded sessions or simply browse through handy 2 minute top tips videos. The learning is completely flexible and once subscribed learners have full access for a full 12 months.

Audience: All users of Office 365

Format: Online

Cost: £3 per user per month

**Microsoft
Office 365
training**



Microsoft Office 365 **Productivity & Collaboration** tools

Objective: Many organisations who have invested in Office 365 use the most common tools Word, Excel and Outlook. This workshop helps organisations understand and utilise the additional functionality available within Office 365. Through an interactive demonstration of how organisations can use tools like Teams, OneNote, OneDrive and Skype to reduce the number of emails being sent, and improve team collaboration.

We give very practical examples of how these tools enable colleagues to work together on documents and projects, even if there are based in completely separate offices.

Audience: The Office 365 workshop is suitable for anyone who is already using, or is planning to use Office 365 who would like to improve working efficiencies and explore potential systems that could increase team collaboration.

Duration: 2 hours

Costs: £500 per workshop

Dates: On demand (run as a closed course for your organisation)

Microsoft
Office 365
training

Complimentary events

Improving productivity and collaboration with Microsoft Teams

Microsoft Teams is changing the way groups collaborate and work together. As well as providing great remote working tools such as instant messaging and video conferencing, it's also changing the way people can come together with others, both inside and outside of your organisation, to share documents in real time, plan projects and work plans, run meetings and share resources.

In this interactive demonstration we'll be looking at the practical use of Teams, and Microsoft Office365 as a tool to increase productivity, improve collaboration and win back precious time in your working week.

It's an ideal workshop for anyone that's interested in working more flexibly or improving communications within their organisation or within a project group.

Dates & locations

08/07/2020 London - Workshop - Adam House, The Strand

07/10/2020 Godalming - Lunch & Learn - ramsac offices

25/11/2020 London - Workshop - Adam House, The Strand



Cybersecurity - How to respond to a cyber attack

It's a widely accepted fact, that at some stage, every business will suffer from a cyber-attack or a data breach. The GDPR guidelines state that every organisation must have a response plan, detailing how they would deal with such an incident.

So not having a plan isn't just bad practice, it's against the law.

A data breach could cost your organisation a lot of money - unnecessary downtime and costly fines mean you can pay a heavy price or even risk prosecution.

It may be out of your control to stop all cyber threats, but you can create a plan to mitigate these risks and to ensure that in the event of a breach, you have a documented way of responding to minimize risk and quickly bring things back under control.

Join cybersecurity expert Rob May, to learn what should be in your cyber response plan and start your journey to protecting your organisation.

Dates & locations

22/04/2020 London - Workshop - Adam House, The Strand

17/09/2020 Godalming - Lunch & Learn - ramsac offices



BCP - What might go wrong and are you ready?

BCP or Business Continuity should be a concern for every business owner, we all have a responsibility to ensure that we've made adequate provision to meet our business and contractual commitments and we need to consider everything that could stop us from doing that.

BCP and Disaster Recovery (DR) has a structure which you can both follow, test and manage. Join our MD Rob May who will take you through these areas and arm you with questions to challenge your teams and partners.

This is a great lunchtime session which allows you to reflect on what you've got in place, sanity check its relevance and adequacy and leave with peace of mind that you've got an appropriate plan (or soon will have!)

Date & location

19/03/2020 Godalming - Lunch & Learn - ramsac offices

04/11/2020 London - Workshop - Adam House, The Strand



SharePoint - Cloud storage, collaboration and process automation

Microsoft SharePoint is part of your Office 365 subscription, providing you with lots of opportunities to streamline the way you work on, secure and store your company data, yet many organisations are unsure of how to get started.

Join us for this interactive workshop where we will take you on a very practical journey through some of the highlights of the product, looking at how it can be used for secure cloud storage, how it can be developed into attractive and functional intranet sites, and how it can be combined with automation tools to streamline repeatable business processes.

Date & location

05/02/2020 Godalming - Lunch & Learn - ramsac offices

06/05/2020 Godalming - Lunch & Learn - ramsac offices

10/06/2020 London - Workshop - Adam House, The Strand

09/09/2020 London - Workshop - Adam House, The Strand



Creating & supporting positive mental health in the workplace

You cannot have failed to notice media coverage in recent years, highlighting the prevalence of poor mental health in the UK. Employers spend an estimated £15bn a year on health and safety at work, mostly investing in safety, and yet workplace injuries account for 3.9 million lost working days last year, compared to 15.4 million days lost due to work related stress, anxiety or depression. Creating mentally healthy workplaces is not only the right thing to do, it should be an essential part of your overall investment in creating a healthy, safe working environment.

In this lunch and learn session we will be discussing our own journey to becoming a positive supporter of workplace mental health and we will be hearing from health experts on the steps all organisations can take to support healthier working practices.

Date & location

02/12/2020 Godalming - Lunch & Learn - ramsac offices



ramsac charity golf day

Following the success of our charity golf day last year, where we raised over £1,000 for Challengers a local charity that provides inclusive play schemes for disabled children and their families. We are excited to announce the 2020 ramsac charity golf day.

The golf day will include breakfast on arrival, a short talk from our chosen charity, a round of golf, a hot lunch and various mini games. The event is run in a Stableford format and we welcome players with range of handicaps.

If you would like information on ramsac's next charity golf day and fancy a round of golf while supporting a fantastic charity please email charitygolfday@ramsac.com to register your interest.

Date & location

Location and date TBA.



About ramsac

**ramsac has a clear mission
- to be at the heart of IT**

We help our clients to get the best out of technology – implementing, managing and supporting secure, resilient, flexible IT solutions.

We work with small and mid-sized organisations, providing them with strategic IT input, proactive management, jargon free IT support and solutions that help them to grow their own organisations efficiently and securely.

Whether it's designing a new infrastructure, migrating services to the cloud, implementing a new phone system or providing end users with really efficient and friendly IT support, ramsac manages IT on your behalf, so that you can focus on achieving your organisation's goals, safe in the knowledge that IT is secure, staff are working efficiently, and the IT investment is delivering tangible benefits to the business.



More information

For more information on ramsac's training courses and events programme or to book a place, please contact ramsac on **01483 412040**, email **info@ramsac.com** or visit **ramsac.com/events**

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