

Subject	Activity/Who	When
Program Planning	<ul style="list-style-type: none"> - Development of Be Connected Program covering key digital skills topics - Identify and confirm trainers to deliver sessions on the designated subjects <p>Minh Phuong & Bach Yen</p>	Completed with the exception of Bendigo Bank on Online Banking Security and Boroondara Council on MyGov. Tentative date for Bendigo Bank is Tue 9/6/2026 , and 11/8/2026 for Boroondara Council.
Attendance @ Learner Management Webinar	Participate in webinars to understand the learner management system and reporting requirements: <ul style="list-style-type: none"> o <i>Tech Show & Tell</i> o <i>Building Digital Skills Kick-Off</i> <p><i>Intro to Digital Mentoring</i></p> <p>Q Hoa & M Phuong</p>	17/03/2026 - 24/03/2026
Member Enrollment	<p>Q Hoa and M Phuong</p>	07/04/2026 To date there are 22 members are interested
Getting Started Checker Sessions 1 half hour from 12:30pm to 1pm	<p>T Huong</p>	14/04/2026
VSCA Website Presentation Session 2 half hour from 12:30pm to 1pm	<p>Q Hoa and Xuan Thao</p>	21/04/2026
Sessions 3&4 All about Android and iphones,each session half hour from 12:30pm to 1pm	<p>Vy Nguyen</p>	28/04/2026 & 05/05/2026 (12/05/2026 Mother's day)
<p><i>Google Translate, Chat GPT, Microsoft 365 Copilot</i></p> Sessions 5 half hour from 12:30pm to 1pm	<p>Loi Tran</p>	19/05/2026
Website Searching(how search engines work, Demonstrate good search keywords, How to spot scams and false information when searching online, Security...) Sessions 6 &7 half hour from 12:30pm to 1pm	<p>Xuan Thao</p>	26/05/2026 & 02/06/2026

Online Banking Security Session 8- 45 mins	Kate Bellamy from Bendigo Bank	9/06/2026
All about data Sessions 9 & 10 ,each half hour from 12:30pm to 1pm	Mai Tran	16/06/2026 & 23/06/2026
Introduction to buying and selling online Sessions 11 & 12 ,each half hour from 12:30pm to 1pm	Ian Dung Yuong	30/06/2026 & 07/07/2026
Introduction to home security, smart homes Sessions 13 & 14 ,each half hour from 12:30pm to 1pm	Ha Nguyen	14/07/2026 & 21/07/2026
How to use Google Maps Sessions 15 & 16 ,each half hour from 12:30pm to 1pm	Thinh Ngo	28/07/2026 – 04/08/2026
Introduction to MyGov Session 17 45mins	Borroondara Council	Date to be confirmed,tentative date 11/8/2026
Progress Checker, Financial Acquittal Submission	T Huong	End of project (25/08/2026)
Project Evaluation & Reporting	THuong	End of project (25/08/2026)
Monitoring & Adjustments	Q Hoa & M Phuong	On Going