

MACD
Employees
Organization
2020 ANNUAL MEETING



Karen Vanni

Karen Vanni works as an Employment Specialist and the Training Coordinator with the Department of Labor and Industry, working one-on-one with job seekers assisting them in all of their job search needs as well as providing customized business services to employers, addressing their needs - be that employee recruitment and retention, or providing information and best practices concerning employment law and human resource management. As an experienced training specialist with over a decade of experience developing, creating and facilitating a wide range of training options, she is a dynamic, charismatic, and engaging speaker with the unique ability to research, understand and disseminate information in a way that is well received. Her forte is technical assistance and trainings, having a vast knowledge of varied software programs and apps.

WORDPRESS & CANVA TRAINING, NOVEMBER 12, 2020

2:00 PM	INTRODUCTION, AGENDA, HOUSEKEEPING
2:10 PM	WEBSITE PREVIEW OF SAMPLE SITE
2:15 PM	CREATE A SAMPLE SITE (website information handout – open on computer)
2:30 PM	CREATE THE HOME PAGE
2:50 PM	EDIT ABOUT PAGE
3:00 PM	EDIT CONTACT PAGE
3:10 PM	EDIT SERVICES PAGE
3:20 PM	MANAGEMENT OF SITE
3:30 PM	BREAK
3:40 PM	CANVA 101
3:55 PM	USING CANVA
4:10 PM	TIPS & TRICKS
4:30 PM	Q&A