

TYPES OF TRAINING AVAILABLE

	 IN-PERSON	 VIRTUAL	 LIVE	 RECORDED
Software Demonstration	✓	✓	✓	✓
Hands On Training - 2-4 hours	✓	✓	✓	✓
Software Skills Assessments (creation/administration/review)		✓		
Team Focus Groups on Systems and Productivity Improvement	✓	✓	✓	
Live Q&A Sessions	✓	✓	✓	
Study Hall Workshops	✓	✓	✓	
“Walk Around” sessions to review processes	✓	✓	✓	
Administration of Online Training System		✓		
Webinars open to multiple companies		✓	✓	✓
Custom training content development	✓	✓	✓	✓
Development of internal SME/Champions program	✓	✓	✓	

Sample List of Training Topics

- Teams: Meetings/Chat/Calls
- Teams: Collaboration Solutions
- Overcoming Inbox Overwhelm: Inbox Zero and Workflow Prioritization
- Overcoming Inbox Overwhelm: Streamline Your Processes
- Excel Tips, Tricks and Shortcuts
- Excel: Fast Track Data Cleanup
- Manage Your Projects
- What To Do?
- Zoom Best Practices
- Taming your Calendar
- Engaging Meetings
- OneNote 101
- OneNote Advanced
- Sway: Visual Presentations
- PowerPoint Design/Styling
- PowerPoint for Multimedia Production
- PowerPoint Presentation Tools
- Microsoft 365: Why it's Cool
- OneDrive/Teams/SharePoint: Cloud Storage Strategies



Bring more productivity, efficiency & innovation to your company.
Give your team the training they need to perform at their best!



YOU HAVE MICROSOFT 365®, NOW MAXIMIZE THE VALUE OF THIS INVESTMENT.

Microsoft 365 is the backbone of every workday for every employee.

But your employees are only using 10 to 15% of the capabilities.

With Microsoft 365 training your organization can fully leverage the software investment and increase efficiency & productivity.

OUR TRAINING SOLUTIONS MOVE PEOPLE FROM COMPETENCE TO INNOVATION

Until employees are competent with the technology, they are just following SOPs to do work – and mistakes can be made. Our approach is to focus on competence first – making sure employees are comfortable and confident using the software.

Once this happens they get curious. They start asking, “what if I tried?” or “can we do this?”. This is the first level of innovation – process improvement. The next level of innovation is reached when people get creative. They start to see how things in the M365 universe connects and imagine what’s possible.



Customized



Current



FUN!