



Computer Training and Digital Literacy: Indigenous Approach to Digital Era

Program Overview:

This program is designed to enhance employee skills in digital literacy, team collaboration, and productivity. By leveraging powerful tools such as Microsoft Teams and Office 365, participants will gain the technical expertise and communication strategies needed to create a more efficient and united workplace. The program also integrates personal growth techniques to inspire participants to overcome challenges and achieve their full potential.

Key Objectives:

- Empower participants with essential digital literacy skills.
- Enhance team collaboration and communication through advanced training.
- Foster personal growth and cultural understanding to create a harmonious workplace.
- Streamline processes and improve workplace productivity with modern tools and techniques.

Program Highlights:

1. Intro to Computers

- Basic understanding of computer operations and navigation.
- Familiarization with file management and software tools.

2. Microsoft Teams Training

- Creating and managing Teams and channels.
- Adding/removing members and scheduling meetings.
- Using collaboration features like @mentions, file sharing, and video calls.
- Integrating apps and services into Teams for enhanced workflows.

3. Office 365 Training

- Beginner-level tips for Word, Excel, and PowerPoint.
- Advanced tips and shortcuts for increased productivity, such as:
 - Creating Excel tables with automatic calculations.
 - Editing videos in PowerPoint.
 - Customizing Word templates for professional documents.

4. Unity in the Workplace

- Team-building exercises to strengthen collaboration.
- Cross-cultural awareness and reconciliation.
- Independent thinking for personal and professional growth.
- Reflective practices to manage stress and maintain focus.

Program Deliverables:

- Comprehensive training materials, including guides and workbooks.
- Interactive sessions with practical exercises and live demonstrations.
- Follow-up support for participants, including virtual aftercare services.

Program Benefits

- **Enhanced Productivity:** Learn time-saving techniques and advanced features in Microsoft Office 365 and Teams to complete tasks efficiently.
- **Improved Collaboration:** Develop skills for effective communication and teamwork using tools like file sharing, video conferencing, and real-time document editing.
- **Increased Digital Confidence:** Gain the ability to navigate digital tools with ease, troubleshoot common issues, and adapt to new technologies.
- **Stronger Adaptability to Remote and Hybrid Work:** Master digital tools to stay connected and productive in remote or hybrid work environments.

Who Should Attend?

- **Employees Seeking Digital Skills Growth:** Individuals looking to improve their proficiency in Microsoft Office 365, Teams, and other workplace tools.
- **Team Leaders and Managers:** Professionals who want to enhance team collaboration, communication, and productivity through digital tools.
- **Remote and Hybrid Workers:** Employees who need to master tools for virtual communication, file sharing, and online teamwork.
- **New Hires and Entry-Level Staff:** Individuals entering the workforce or transitioning to roles requiring digital literacy.
- **Small Business Owners and Entrepreneurs:** Those who want to streamline operations and improve efficiency using modern software solutions.
- **IT Support and Trainers:** Staff tasked with supporting others in the use of digital tools and software.
- **Organizations Transitioning to Digital Workflows:** Teams adapting to new technology-driven processes and remote collaboration.

Program Duration:

- **Day 1:** Digital literacy and Microsoft Teams training.
- **Day 2:** Advanced Office 365 features, team-building, and cultural reconciliation.

Facilitator:

Jeff Hunter, President of Soaring Eagles Seminars Inc.

- Over 25 years of experience in human resource development.
- Renowned keynote speaker, coach, and expert in digital literacy training.
- Deep knowledge of cultural reconciliation and personal growth strategies.

Program Benefits:

1. Enhanced Productivity

- Participants will learn advanced features and shortcuts in Microsoft Office 365 and Teams, enabling them to complete tasks more efficiently.
- Mastering tools like Excel, Word, and PowerPoint ensures that employees can automate repetitive tasks, reduce time spent on manual work, and focus on higher-value contributions.
- Teams will learn to collaborate in real-time, reducing delays in communication and decision-making.

2. Improved Collaboration and Communication

- Microsoft Teams training empowers employees to communicate seamlessly through chat, video calls, and team channels.
- Participants will discover how to organize team discussions and resources effectively by creating channels for specific projects or topics.
- Features like file sharing, @mentions, and integrated apps will streamline teamwork and help employees stay aligned on shared goals.
- The use of shared calendars and meeting scheduling ensures better coordination across remote or in-person teams.

3. Streamlined Workflows

- Employees will learn how to integrate Office 365 tools like Excel, Word, and PowerPoint with Teams for a unified workflow.
- Participants gain the ability to automate and simplify processes, such as creating templates, collaborating on shared documents, or managing data through Excel.
- Training on software integration reduces errors and time spent transitioning between tools.

4. Increased Digital Confidence

- Beginner and advanced users alike will develop confidence in their ability to use digital tools effectively.
- By addressing common challenges and frustrations (e.g., formatting in Word or formulas in Excel), the program builds a sense of mastery over frequently used software.
- Participants will feel empowered to adapt to future updates and new technologies as software evolves.

5. Adaptability to Remote and Hybrid Work Environments

- With training in Microsoft Teams, employees working remotely or in hybrid environments will be equipped to collaborate effectively with their colleagues.
- Features like video conferencing, file storage, and mobile app usage ensure that employees stay connected and productive regardless of their physical location.

6. Professional Growth and Career Advancement

- Digital literacy is a key skill for career growth in today's technology-driven workplace.
- Participants will learn how to present data effectively using Excel charts, enhance presentations with PowerPoint, and produce professional documents in Word.
- These skills position employees as valuable contributors to their organizations and open opportunities for advancement.

7. Cost-Effectiveness for Organizations

- Training employees to use software efficiently reduces the need for external support and minimizes errors that could lead to lost time or resources.

- Streamlined processes and better communication lead to reduced overhead costs and improved project outcomes.

8. Team Empowerment Through Knowledge Sharing

- Participants will be encouraged to share their newfound skills and knowledge with colleagues, fostering a culture of continuous learning within the organization.
- Teams that understand how to use tools collaboratively will be more effective in achieving organizational goals.

9. Stress Reduction Through Technology Mastery

- Employees often feel stress when they lack confidence in using workplace software.
- This program reduces frustration by teaching practical tips and tricks, such as how to troubleshoot common issues or use shortcuts for repetitive tasks.
- Participants will leave with a sense of accomplishment and readiness to tackle their work with ease.

10. Stronger Organizational Alignment

- Digital literacy training ensures that all employees are on the same page when it comes to using core software tools.
- This alignment boosts overall productivity and ensures that teams work cohesively toward shared objectives.

Contact Information:

For more details or to book a program, contact:

Jeff Hunter

President, Soaring Eagles Seminars Inc.

Email: jeffhunter@soaringeagleseminars.com

Phone: 204-307-6153

Cancellation Policy:

- Cancellations within 30 days: 25% fee.
- Cancellations within 14 days: 50% fee.
- Cancellations within 5 business days: 100% fee.
- Postponements: Incidental costs to be covered, and new dates must be agreed upon promptly.