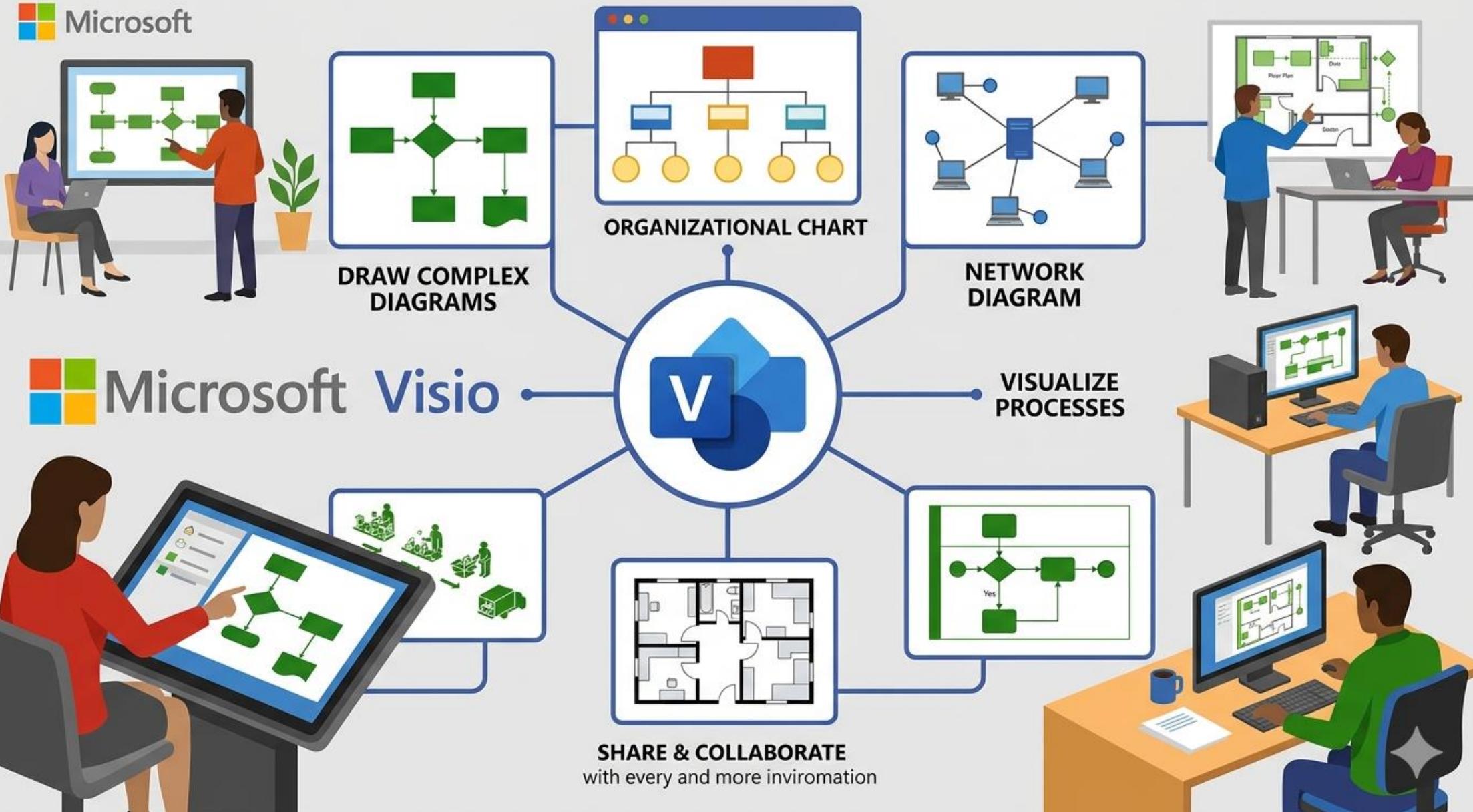




Microsoft Visio Training Program



Turning Complex Ideas Into Clear Visuals

- Visualize Processes • Communicate
Clearly • Work Smarter



Audience

Microsoft Visio is the go to tool for creating professional diagrams, flowcharts, org charts, and process maps that simplify communication and decision making. This program equips professionals with hands-on skills to create clear, impactful visuals for projects, operations, and strategy.

Ideal for:

- Project Managers & Business Analysts
- Process Improvement Specialists
- HR Professionals (Org Charts & Workforce Planning)
- Operations & Admin Staff
- Entrepreneurs & Consultants
- Anyone who needs to present workflows or data visually



Course Description

The Microsoft Visio Training provides participants with the practical knowledge to create, format, and manage diagrams that communicate effectively. The course emphasizes real-world applications from project timelines to business process flows helping professionals save time and improve clarity in their work.



Course Outline

- Introduction to Visio: Interface & Templates
- Working with Shapes, Connectors & Stencils
- Building Flowcharts & Process Maps
- Creating Organizational Charts & Hierarchies
- Designing Project Timelines & Roadmaps
- Linking Diagrams to Data Sources (Excel, SharePoint)
- Formatting, Themes & Layout Best Practices
- Advanced Features: Layers, Containers, Cross-Functional Flowcharts
- Sharing & Collaborating with Visio Online
- Practical Exercises: Creating a Company Process Map

Includes real-life case studies, group exercises, templates, and project Simulations.



Training Details

Duration: 1 Day

Training Fee: N150,000





Thank you



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