



Workspace Training Brochure

WORKSPACE

- Collaborate and Communicate Seamlessly Online • Master Essential Digital Office Tools • Build a Secure, Ethical, and Productive Work Environment



Audience

The Workspace Mastery Programme is designed for individuals who want to build comprehensive digital workplace skills across communication, productivity software, cybersecurity, and professional conduct. The training equips participants with the practical tools and ethical grounding needed to thrive in modern office and remote work environments.

Ideal for:

Administrative staff and office assistants
Corporate professionals and team members
Managers and team leads
Entrepreneurs and remote workers
Individuals seeking all-round digital workplace efficiency skills



Course Description

The Workspace Mastery Programme provides participants with an integrated learning experience across four critical areas of the modern digital workplace. Participants will develop hands-on proficiency in online conferencing and communication tools, core Microsoft Office Suite applications, and essential cybersecurity and data privacy practices.

The course further builds professional excellence by instilling strong work ethics, administrative competencies, and workplace conduct standards. By the end of the training, participants will be fully equipped to operate confidently, securely, and professionally in any work environment.



Course Outline

- Introduction to the Digital Workplace and Workspace Tools
- Conferencing and Online Communication (Zoom, Teams, Google Meet) Module
- Microsoft Word — Document Creation and Formatting Module
- Microsoft Excel — Data Management and Spreadsheet Essentials Module
- Microsoft PowerPoint — Presentation Design and Delivery Module
- Cybersecurity Fundamentals and Digital Privacy Best Practices Module
- Work Ethics, Administrative Excellence, and Professional Conduct



Training Details

Duration:

Training Fee:





Thank you



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