

# Customised Virtual Productivity & Technology Training

With staff already or soon to be asked to work from home, as a result of COVID-19, many organisations are looking for ways to keep their teams connected, engaged and informed in the current climate of uncertainty, or to maximise office closures to upskill staff with skills they can immediately increase their productivity and maintain connection.

Productivity expert Donna Hanson's "done for you" Microsoft Office or Zoom video conferencing virtual (online) programs makes equipping your staff with the skills they need to operate and maximise working from home easy.

So what does the done for you solution look like?

We provide you with:

- Pre-session survey to determine what your team WANT and NEED to increase their productivity
- A promotional outline for distribution to your staff via email
- Provision of virtual technology platform to register and manage attendee registrations
- Automated distribution of customised reference materials
- Delivery of a customised virtual presentation for your organisation
- Provision of on-line feedback survey
- Provision of 90 day post session access for all your staff to enable them to revisit the presentation for up to 90 days from the live presentation
- Electronic summary of feedback and registration details

Virtual presentation topics:

Working with Zoom software for new users or for meetings

Microsoft Excel 365

Microsoft Word 365

Microsoft PowerPoint 365

Microsoft Outlook 365 & Email Management

**Want to find out more? Call our office on +03 9457 4745 or email [enquiries@primesolutions.net.au](mailto:enquiries@primesolutions.net.au) for more details**