



Microsoft – Productivity Tools Course



5 Day Certification Program

- **PREREQUISITES**

Basic understanding of sales communication at their workplace and using the productivity toolset, MS Word, MS Excel and MS PowerPoint

- **DURATION**

Five Days

- **DATES**

31st May to 4th June

- **VENUE:**

Online Web-based

- **CONTENT**

Communications Strategies

Writing winning and impactful proposals

Business writing skills

Microsoft Word

Microsoft Excel

Microsoft PowerPoint

Microsoft Productivity Toolset

About This Course

This Course is designed for students who are interested in improving their communications in the business environment using productivity toolset such as MS Word, MS PowerPoint and MS Excel. This course will improve their efficiency and effectiveness in dealing with external stakeholders and customers. Customer facing staff such as Sales and Marketing personnel and customer service staff will greatly benefit from this course as the course includes the following in addition to the MS toolset training:

- Communication Skills & Strategies
- Business Writing Skills
- Writing winning proposals
- Writing impactful letters and emails
- Improving your presentation skills
- Presenting to win deals

We have contextualized the courses with the actual workplace activities, rather than just merely offering technical courses of how to operate software applications such as Word, Excel and PowerPoint. To that effect, the course ensures involving the participant in using the tools to improve their writing skills so they can create a winning proposal or an impactful presentation to win over their audience and achieve their targets and achieve their KPIs.

Contact Details: Caroline T
Email: Caroline@consiliumglobal.com
Cell: (W) - : +27-674188228
Cell: (H) - +27 827235542

Consilium Academy