TRAINING SYLLABUS (9 Days)

Participants: HR,Finance, Admin, Procurement, Commercial, Operations, and Security
Duration: 2 weeks

1. **Microsoft Office Suite** (Days 1–3)

2. **Smart Workplace Tools** (Days 4–6)

3. **Cybersecurity Awareness** (Days 7–9)

Days 1–3: Microsoft Office Suite Essentials

Day	Tool & Topics	Focus Areas
1	**MS Word & PowerPoint**	Formatting, templates, headers/footers, presentation basics, SmartArt, animations
2	**MS Excel**	Formulas (SUM, IF), charts, tables, sorting/filtering, formatting, productivity hacks
3	**MS Outlook & Teams**	Email best practices, calendar, scheduling meetings, Teams channels, file collaboration

Days 4–6: Smart Workplace Tools

Day	Tool & Topics	Focus Areas

4	**Collaboration Tools**	Using Google Drive, OneDrive, SharePoint for cloud collaboration
5	**Digital Productivity Tools**	Trello, Microsoft Planner, To-Do, Notion – task management, team boards
6	**Communication Tools**	Zoom, Teams, Slack – etiquette, meeting scheduling, screen sharing, real-time notes

Days 7–9: Cybersecurity Awareness

Day	Topic	Focus Areas
7	**Introduction to Cybersecurity**	What is cybersecurity, why it matters at work, types of threats (phishing, malware)
8	**Practical Security at Work**	Strong passwords, multi-factor authentication, safe browsing, handling suspicious emails
9	**Incident Response & Best Practices**	What to do in case of a breach, data privacy, backups, organization-wide security hygiene

Outcome

- Increase digital efficiency and reduce errors in document handling.

- Foster secure, productive, and collaborative work environments.

- Equip staff with basic defense strategies against cyber threats.