

# Google Workspace e-learning channel

**Practical course - 1d - 05h36 - Ref. 8GO**

**Price : 190 CHF E.T.**

Êtes-vous prêt à libérer tout le potentiel de Google Workspace pour transformer la manière dont vous communiquer et gérer vos projets ? Cette chaîne spécialisée sur la suite Google Workspace vous guidera à travers les fonctionnalités de cette ensemble d'outils. Transformez les défis de la collaboration à distance en opportunités grâce à des outils comme Google Docs, Sheets et Slides.

## Teaching objectives

**At the end of the training, the participant will be able to:**

- ✓ Know how to use online collaborative tools.
- ✓ Identify and get to grips with the different applications offered by Google Workspace.
- ✓ Manage document storage and sharing with Google Drive.
- ✓ Master online collaborative working with Google Workspace.

## Intended audience

Anyone wishing to learn about Google Workspace.

## Prerequisites

Basic knowledge of MS Office or similar.

### PARTICIPANTS

Anyone wishing to learn about Google Workspace.

### PREREQUISITES

Basic knowledge of MS Office or similar.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.

Participants also complete a placement test before and after the course to measure the skills they've developed.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## Practical details

### Digital activities

IT structure: recorded courses, expert videos and best practice sharing.

### Mentoring

L'option tutorat propose un accompagnement personnalisé par un formateur référent ORSYS, expert du domaine. Adapté aux besoins, aux capacités et au rythme de chaque apprenant, ce tutorat combine un suivi asynchrone (corrections personnalisées d'exercices, échanges illimités par message...) et des échanges synchrones individuels. Bénéfice : une meilleure compréhension, le développement des compétences et un engagement durable dans la formation.

### Pedagogy and practice

A wealth of content produced by trainers following a rigorous pedagogical approach. During each course, operational cases are commented on by experts to help learners put into practice what they have just learned. To help learners anchor their memory, each content item is broken down into short sequences of 3 to 10 minutes. This enables each learner to learn dynamically and independently.

## Course schedule

### 1 Google Workspace, use Gmail, Contacts, Calendar, Hangouts, Drive,

#### Docs, Sheets and Slides

- Discover Google Workspace and configure your account.
- Gmail.
- Contact us.
- Agenda.
- Google Meet and Google Chat.
- Google Drive.
- Google desktop application environment.
- Google Docs.
- Google Sheets.
- Google Slides.
- Google Forms.
- Sharing and collaboration.

## Options

Certification : 80€ HT

### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@orsys.fr](mailto:psh-accueil@orsys.fr) to review your request and its feasibility.