COURSE BROCHURE

Digital Office and Productivity Tools

An applied course that moves staff into shared cloud work, from organizing and sharing files to shared calendars, online meetings and simple automation.

Code	HT-OFM-108
Category	Office Management & Executive Assistants
Duration	1 week
Level	Beginner
City	Amsterdam

Introduction

Many teams still swap files as email attachments, so versions multiply and nobody knows which one is current. Cloud office suites offer tools that solve this problem, yet most employees use only a small part of what they offer.

Objectives

- Understand the parts of a cloud office suite and how local and cloud storage differ
- Organize and share cloud files with suitable permissions and track their versions
- Work together on documents through co-authoring, comments and suggestions
- Manage shared calendars, online meetings and team chat channels
- Automate repetitive tasks with email rules, forms and templates

Who should attend

- Secretaries and general office staff
- Team and department coordinators
- Employees moving from paper-based work to cloud tools
- Assistants who manage shared calendars and files

Skills you will develop

- Cloud file management
- Co-authoring and collaboration
- Calendar and online meeting management
- Simple office automation

Learning Outcomes

- Build a cloud folder structure for a team with controlled sharing permissions
- Edit a document with colleagues at the same time and restore an earlier version
- Set up a shared team calendar and schedule an online meeting with a complete invitation
- Create an online form for collecting requests and an automatic rule for sorting email

Course Outline

Day 1: The Cloud Workplace

- The parts of Microsoft 365 and Google Workspace and how they compare

- Local versus cloud storage and syncing across devices
- Accounts, passwords, two-step verification and safe habits

Day 2: Files and Folders in the Cloud

- Shared folder structures and file naming rules
- Sharing, permissions and internal and external links
- Version history and recovering deleted or changed files

Day 3: Working Together on Documents

- Co-authoring and avoiding conflicting copies
- Comments, suggestions and assigning tasks within a document
- Shared templates for consistent documents

Day 4: Calendars, Chat and Online Meetings

- Shared calendars, room booking and sharing availability
- Team chat channels and when to use them instead of email
- Running online meetings, screen sharing and recording

Day 5: Simple Automation and Tracking

- Automatic email rules and ready-made replies
- Online forms and shared tracking sheets
- Applied project: a digital workspace for the participant's team with its folders, calendar and request form

Training methodology

Hands-on practice by each participant on their own laptop in a training account
Group editing exercise on a single document that shows the value of version history
Simulated move of a team's files from email into a shared cloud folder
Each participant demonstrates the workspace built for their team and receives peer feedback

Certification

Participants receive a Harbor Training Center certificate of attendance on completing the course.

Upcoming dates

City	Dates	Language	Fee
Amsterdam	18 – 22 January 2027	EN	EUR 5,500
Amsterdam	19 – 23 July 2027	AR	EUR 5,500

Fees are per participant.

Contact us

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https://harbor4training.com/en/courses/digital-office-productivity