

Workplace Productivity with Digital Tools And Techniques

August 26 – 27, 2024

PIM, Karachi

Rs. 31,000/=

September 23 – 24, 2024

PIM, Lahore

Rs. 31,000/=

Course Description

This two-day training program is designed to equip managers and office staff with the necessary skills and tools to enhance productivity in their daily tasks. Participants will learn how to efficiently use various digital tools and utilities such as ChatGPT, Google Task Manager, Microsoft Outlook, AI-powered email plugins, Google Sheets, shared calendars, and other free utilities. By mastering these tools, participants will be able to optimize their time management and resource utilization effectively.

LEARNING OUTCOMES

- Mastery of essential digital tools and utilities for efficient task management and productivity enhancement.
- Improved time management skills and resource utilization through the effective use of productivity tools.
- Enhanced collaboration and communication among team members through shared documents, calendars, and email management systems.
- Increased productivity and effectiveness in daily tasks and workflows, resulting in better organizational outcomes.
- Utilizing data analysis techniques to extract valuable insights and transform data into actionable assets for informed decision-making.

COURSE CONTENTS:

Day 1: Leveraging Digital Tools for Efficient Task Management

- **Session 1: Introduction to Productivity Tools**
 - Overview of productivity tools and their importance in modern work environments.
 - Introduction to ChatGPT and its applications for task automation and communication.
- **Session 2: Task Management with Google Task Manager**
 - Understanding the features and functionalities of Google Task Manager.
 - How to create, organize, and prioritize tasks for efficient task management.
- **Session 3: Maximizing Efficiency with Microsoft Outlook**
 - Exploring key functions of Microsoft Outlook for email management, scheduling, and task tracking.
 - Tips and tricks for organizing emails, managing calendars, and utilizing Outlook's productivity features.

- Introduction to features like Focused Inbox, Quick Steps, and Calendar scheduling assistant for improved email and calendar management.
- **Session 4: Enhancing Email Communication with AI Plugins**
 - Introduction to AI-powered email plugins for automating repetitive tasks and enhancing email productivity.
 - How to integrate AI plugins with email clients to streamline email communication and prioritize important messages.

Day 2: Collaborative Work and Data Management

- **Session 5: Collaborative Document Management with Google Sheets**
 - Overview of Google Sheets and its collaborative features.
 - Creating and collaborating on spreadsheets in real-time.
 - Tracking changes and version history.
 - Advanced features like data validation and conditional formatting.
 - Utilizing pivot tables for data analysis.
 - Performing custom calculations with formulas like SUM, AVERAGE, and VLOOKUP.
 - Using functions for data manipulation and analysis, such as MERGE and VLOOKUP.
- **Session 6: Streamlining Scheduling with Shared Calendars**
 - Utilizing shared calendars for effective scheduling and coordination among team members.
 - Tips for managing events, appointments, and meetings using shared calendar tools.
- **Session 7: Exploring Other Free Productivity Utilities**
 - Introduction to additional free productivity utilities and tools available for task management, note-taking, and time tracking.
- Tips for selecting and integrating productivity utilities into daily workflows based on specific needs and preferences.

TARGET AUDIENCE:

- Managers at all levels seeking to improve team productivity and task management.
- Office staff responsible for administrative tasks, email communication, and data management.
- Individuals interested in leveraging digital tools to streamline workflows and optimize productivity in the workplace.

FOR DETAILS AND REGISTRATION

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