Google Workspace for Remote Collaboration

COURSE OVERVIEW

This course is a practical introduction to using Google's cloud-based tools to work better together, especially when teams are remote or hybrid. Participants will get hands-on experience with apps like Gmail, Drive, Docs, Sheets, Slides, Meet, and Calendar. The course shows how these tools work together to make communication, project management, and file sharing smoother and faster. You'll will learn best ways to collaborate, edit documents at the same time as others, keep files safe, and automate routine tasks. By practicing these skills, you'll get more productive, stay organized, and help your team work better no matter where everyone is.

WHO SHOULD ATTEND?

This course is perfect for anyone who uses or plans to use Google Workspace tools at work. It's great for team members who want to improve how they collaborate online using Gmail, Docs, Sheets, and more. Managers and project leads can benefit by learning how to coordinate teams and projects more smoothly. IT administrators and support staff who manage Google Workspace accounts will also find it useful to help streamline settings and security. Basically, if you're part of a team looking to communicate, share files, and work together efficiently in a digital workspace, this course is for you.

COURSE OUTCOMES

Delegates will gain the skills and knowledge to:
- Understand the core features and benefits of Google Workspace applications.
- Communicate effectively using Gmail, Google Meet, and Chat.
- Collaborate in real time with Docs, Sheets, and Slides.
- Manage projects and schedules using Google Drive and Calendar.
- Apply secure file sharing, storage, and access controls.
- Integrate Workspace apps for workflow automation and efficiency.
- Support teamwork and productivity using cloud-based solutions.

KEY COURSE HIGHLIGHTS

At the end of the course, you will understand;
- Hands-on training in Google Workspace apps (Gmail, Drive, Docs, Sheets, Slides, Meet, Calendar).
- Practical exercise on real-time collaboration and co-editing features.
- Remote communication and digital teamwork.
- Exploration of secure file management, sharing, and permissions.
- Use of calendar and task management tools for productivity.
- Integration of Workspace tools for workflow automation and efficiency.
- Case studies on remote and hybrid work success stories.

All our courses are dual-certificate courses. At the end of the training, the delegates will receive two certificates.
1. A GTC end-of-course certificate
2. Continuing Professional Development (CPD) Certificate of completion with earned credits awarded.