Training Course on Cloud Computing and Online Collaboration Tools for Administrative Assistants

Professional Development Training Course Outline

Category	Artificial Intelligence And Block Chain	**Duration**	10 Days
Base Fee	$3,000 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today’s fast-paced digital workplace, cloud computing and online collaboration tools have become essential for administrative assistants to remain efficient, productive, and competitive. Training Course on Cloud Computing and Online Collaboration Tools for Administrative Assistants is designed to equip administrative professionals with practical knowledge of cloud-based systems, including data storage, real-time file sharing, project collaboration platforms, and task automation software. With the increasing shift towards remote and hybrid work environments, understanding and utilizing these tools is crucial for seamless communication, document management, and workflow optimization.

Participants will learn how to integrate powerful platforms such as Google Workspace, Microsoft 365, Slack, Trello, and Zoom into their daily routines. They will gain hands-on experience in managing cloud-based schedules, automating administrative tasks, organizing virtual meetings, and collaborating effectively with teams and executives. By the end of this training, administrative assistants will be empowered to support modern digital workplaces with confidence and agility.

Programme Curriculum

Training Course on Cloud Computing and Online Collaboration Tools for Administrative Assistants

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Course Objectives

1. Understand the fundamentals of cloud computing for businesses.
2. Master the use of Google Workspace for administrative tasks.
3. Explore Microsoft 365 productivity tools and their collaborative features.
4. Learn best practices for cloud-based document management.
5. Use real-time collaboration platforms for team productivity.
6. Schedule and manage virtual meetings with Zoom and Teams.
7. Apply task automation tools to streamline repetitive work.
8. Ensure data privacy and cloud security compliance.
9. Customize and integrate collaboration apps for office workflows.
10. Develop skills in remote communication and project tracking.
11. Utilize digital file sharing systems effectively.
12. Improve efficiency with calendar and email automation.
13. Stay updated on emerging tech trends in digital administration.

Target Audience

1. Executive Assistants
2. Administrative Professionals
3. Office Managers
4. Virtual Assistants
5. HR Assistants
6. Customer Service Coordinators
7. Operations Assistants
8. Entry-level Admins aiming to enhance tech skills

Course Duration:

- 10 days

Course Modules

Module 1: Introduction to Cloud Computing

- Overview of cloud technology
- Benefits of cloud computing in the workplace
- Types of cloud service models (SaaS, PaaS, IaaS)
- Popular cloud providers overview
- Cloud trends for administrative roles

Module 2: Google Workspace Essentials

- Gmail for business communication
- Google Calendar for scheduling
- Google Drive for document storage
- Google Docs & Sheets collaboration
- Managing access permissions

Module 3: Microsoft 365 Productivity

- Navigating Word, Excel, PowerPoint online
- Sharing and editing files in OneDrive
- Microsoft Teams communication tools
- Using Outlook for smart email management
- Integration of apps in the Microsoft ecosystem

Module 4: Online Collaboration Platforms

- Introduction to Slack and Trello
- Team boards and task tracking
- Assigning roles and deadlines
- Notifications and activity logs
- Collaborating across departments

Module 5: Virtual Meetings Tools

- Scheduling and hosting Zoom meetings
- Teams vs. Zoom comparison
- Screen sharing and virtual backgrounds
- Meeting etiquette and productivity tips
- Recording and archiving meetings

Module 6: Workflow & Task Automation

- Automating repetitive tasks with Zapier
- Smart scheduling tools
- Email rules and filters

- Automating document creation
- Integrating tools for seamless workflows

Module 7: File Management in the Cloud

- Cloud file naming conventions
- Organizing folders and permissions
- Syncing files across devices
- Backup strategies
- Sharing documents securely

Module 8: Communication & Collaboration Best Practices

- Tone and etiquette in digital communication
- Real-time vs. asynchronous communication
- Keeping teams informed
- Managing expectations and timelines
- Conflict resolution in remote teams

Module 9: Calendar Management

- Color-coding events
- Recurring meeting setups
- Time zone management
- Shared calendars
- Integration with other apps

Module 10: Data Privacy and Security

- Understanding cloud security basics
- Password management and 2FA
- Avoiding phishing and email scams
- Data sharing policies
- Encryption and access control

Module 11: Customizing Collaborative Tools

- Setting up Slack channels
- Customizing Trello boards
- App integrations in Microsoft Teams
- Browser extensions for productivity
- Automation triggers and bots

Module 12: Supporting Remote and Hybrid Teams

- Setting up a virtual workspace
- Time tracking tools
- Managing tasks across time zones
- Building team culture remotely

- Feedback loops and performance tracking

Module 13: Integrating Tools for Maximum Productivity

- Connecting Google and Microsoft tools
- Third-party plugins
- Workflow design
- Using dashboards and widgets
- Unified communication platforms

Module 14: Trends in Administrative Technology

- AI tools for virtual assistants
- Voice recognition software
- Chatbots for administrative tasks
- Digital signatures and e-forms
- Future of work in cloud environments

Module 15: Final Project and Assessment

- Practical case study
- Simulated cloud collaboration challenge
- File management scenario
- Online meeting presentation
- Feedback and certification

Training Methodology

- **Interactive Video Tutorials:** Engaging, self-paced lessons covering foundational and advanced concepts.
- **Live Demonstrations:** Real-time walkthroughs of tools, techniques, and workflows for practical understanding.
- **Hands-On Activities:** Practical tasks that allow learners to apply concepts in simulated or real environments.
- **Group Discussions:** Collaborative sessions to encourage peer learning, knowledge sharing, and critical thinking.
- **Real-Time Cloud Practice Sessions:** Guided, live exercises in a cloud-based environment to reinforce skills.
- **Practical Exercises:** Scenario-based assessments that test the application of learned skills.
- **Quizzes:** Short assessments to check comprehension and reinforce key learning points.
- **Final Collaborative Project:** A capstone assignment that brings together all course concepts in a team-based format.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	04 Dec 2026	Online	$2,000
23 Nov 2026	04 Dec 2026	Physical	$3,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$9,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$12,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

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