








SMARTA TRAINING THAT ACTUALLY WORKS

About Us

With over 20 years experience, we are a leading digital adoption team that has helped Fortune 500 companies to navigate their digital transformation journey, creating a future-ready workforce.

Our mission is to bridge the gap between people and technology, empowering your team to maximize their potential in the digital era.

Our Services

-  Personal Productivity
-  Team Workshops
-  UX Research
-  Change Management
-  Training & Learning



Contact:

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For a Free
Discovery Call:
02 8119 7880



PERSONAL PRODUCTIVITY

**TIME WELL INVESTED: MAXIMIZE YOUR
MINUTES WITH OUR EXPERT DIGITAL
TRAINING.**

DID YOU KNOW?

A recent study showed that personal productivity training can boost individual efficiency by up to 70%.

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EFFECTIVE USE OF CHATGPT IN THE WORKPLACE

Your New Strategic Solution

OBJECTIVES

To Equip employees with a comprehensive understanding of the capabilities, potential uses and practical skills of ChatGPT.

COURSE OUTLINE

Session 1: Introduction to ChatGPT

- What is ChatGPT?
- Brief history and evolution
- Understanding GPT-4 architecture
- Ethical considerations and potential risks

Session 2: Use Cases and Applications

- Broad scope of applications
- Business, customer service, and internal operations
- Creativity, research, and writing applications
- Case studies from various industries

Session 3: Demonstration of ChatGPT

- Interactive demonstration
- Understanding inputs and outputs
- Observing limitations and quirks

Session 4: Getting Started with ChatGPT

- Creating an account and setting up
- Navigation through the interface
- Overview of settings and customization options

Session 5: Hands-On Practice

- Structuring prompts for effective results
- Trouble-shooting and overcoming common issues
- Practice exercises with real-time feedback

Session 6: Integrating ChatGPT into Workflow

- Workflow integration strategies
- When to use ChatGPT and when not to
- Real-time collaboration with ChatGPT
- Addressing security and privacy concerns

Session 7: Advanced Topics

Session 8: Q&A and Review



AT A GLANCE

Delivery

- 2 x 2hr Webinars
- In-person
- Online classes
- Up to 15 participants
- Certification upon completion

Outcomes

- Understand ChatGPT
- Apply Practical Skills
- Utilise ChatGPT in Work Processes
- Explore Advanced Topics
- Apply Learning Post-Course

Target Audience

This course is ideal for all employees who are expected to interact with or utilize ChatGPT in their work.

No prior experience with AI or machine learning is necessary.

Preparation

All participants are advised to bring their laptops to participate in the hands-on sessions. Wifi connectivity will be provided.

Materials Provided

All participants will receive course slides, practice exercises, and additional resources for further learning.



DIGITAL WELLBEING AT WORK

A Guide to Effective Management and Maintenance

OBJECTIVES

To equip participants with a comprehensive understanding of digital wellbeing and its impact on personal health and work productivity. It aims to foster a culture of positive digital interactions in the workplace, for a balanced and productive work-life.

COURSE OUTLINE

Module 1: Understanding Digital Wellbeing

- Defining Digital Wellbeing: A New Dimension of Health
- The Intersection of Work and Digital Spaces
- The Impact of Digital Overload on Work Performance and Mental Health

Module 2: Identifying Signs of Digital Distress

- The Consequences of Unchecked Digital Usage
- Recognizing Signs of Digital Distress in Yourself and Others
- The Link Between Digital Distress and Productivity

Module 3: Strategies for Digital Wellbeing

- Digital Detox: Unplugging and Taking Breaks
- The Importance of Digital Boundaries: Personal and Professional
- Techniques for Managing Digital Consumption
- Digital Etiquette: The Role of Respectful Communication
- Workshop: Creating a Personalized Digital Wellbeing Plan

Module 4: Organizational Strategies for Supporting Digital Wellbeing

- Creating a Positive Digital Culture in the Workplace
- Introducing Workplace Policies to Foster Digital Health

Module 5: Hands-on Session: Tools and Apps for Digital Wellbeing

- Overview of Digital Wellbeing Tools and Apps
- How to Use and Leverage Digital Wellbeing Tools
- Interactive Session: Testing Digital Wellbeing Tools



AT A GLANCE

Delivery

- 2 x 2hr Webinars
- In-person
- Online classes
- Up to 15 participants
- Certification upon completion

Outcomes

- Understand Digital Wellbeing
- Implement Effective Strategies
- Promote positive digital culture
- Utilise Wellbeing Tools
- Develop Personalised Digital Wellbeing Plans

Target Audience

This course is primarily tailored for professionals who interact with digital technology in their everyday work. Human resources professionals would find this course valuable for developing organization-wide digital wellbeing policies, while IT professionals can align their roles with the principles of digital wellbeing.

Preparation

All participants are advised to bring their laptops to participate in the hands-on sessions. Wifi connectivity will be provided.

Materials Provided

All participants will receive course slides, practice exercises, and additional resources for further learning.



MICROSOFT 365 TRAINING CATALOG

Master Microsoft, Multiply Success:
Elevate Your Digital Skills with Our
Comprehensive Training Course.

OBJECTIVES

To equip participants with comprehensive knowledge and practical skills in the Microsoft Suite, enabling them to optimize productivity, streamline team collaboration, and effectively manage digital resources. This course aims to empower individuals and teams to confidently navigate and leverage the full potential of the Microsoft ecosystem, thereby enhancing overall performance and driving business success.

MICROSOFT TEAMS: CHAT & COLLABORATE/MEETINGS & CALLS

As two separate sessions, unlock seamless collaboration with our 'Mastering Microsoft Teams' training course. Designed to elevate your team's productivity, this course offers an in-depth exploration of Microsoft Teams' features and functionalities. Learn how to conduct effective meetings, manage projects, and create a unified workspace, all in one platform. This course empowers you to turn Microsoft Teams into a powerful tool for success.

MICROSOFT VIVA: PERSONAL INSIGHTS

Learn to analyze trends, enhance productivity, and promote a healthy work-life balance using Viva Insights. This training aims to transform raw data into actionable insights, equipping you to make informed, impactful decisions for your organization's growth.

OUTLOOK ESSENTIALS: MANAGE YOUR INBOX LIKE A PRO

A comprehensive course designed to revolutionize your email management skills. Through this course, you'll learn to effectively organize, prioritize, and streamline your communications using Microsoft Outlook's advanced features. Turn your inbox into a productivity powerhouse and manage your digital correspondence with confidence and ease.



AT A GLANCE

Delivery

- 2hr Webinar
- In-person
- Online classes
- Up to 15 participants

Outcomes

- Boosted efficiency with smart technology utilisation
- Effective inbox management
- Minimisation of technical issues through digital proficiency
- Adaptability to future technological advancements
- Increased comfort and confidence in navigating digital workspaces

Target Audience

Our Microsoft Training is designed for a broad spectrum of individuals and teams who are keen on maximizing their productivity and efficiency in the digital workspace. Whether you're a working professional seeking to improve your Microsoft Suite skills, a team leader aiming to streamline collaboration, or an organization looking to enhance overall performance, this training is for you.

Preparation

All participants are advised to bring their laptops to participate in the hands-on sessions. Wifi connectivity will be provided.

Materials Provided

All participants will receive course slides, practice exercises, and additional resources for further learning.




TEAM PRODUCTIVITY

**BUILDING BRIDGES IN THE DIGITAL
LANDSCAPE: FOSTER TEAM HARMONY AND
DRIVE PRODUCTIVITY**

DID YOU KNOW?

Studies reveal that well-coordinated and technology-adept teams can increase productivity by up to 30%. Embrace our team productivity training and transform your team's potential into peak performance

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PRODUCTIVITY PRO: A TEAM WORKSHOP

Effective Meetings, Understanding Working Styles and Optimized Productivity

OBJECTIVES

This course is specifically designed for teams, focusing on improving their ways of working, conducting effective meetings, and recognizing and leveraging each other's working styles. The teams will gain practical skills to optimize their collaboration, streamline their operations, and nurture a high-performing, inclusive environment.

COURSE OUTLINE

Session 1: Introduction to Efficient Ways of Working

- 1.Importance and Benefits of Efficient Ways of Working
- 2.Principles of Lean and Agile Methodologies

Session 2: Embracing Technology for Efficiency

- 1.Overview of Digital Tools for Efficiency
- 2.Hands-On: Utilizing Project Management Tools
- 3.Hands-On: Utilizing Communication Tools
- 4.Discussion: Overcoming Resistance to Technology Adoption

Session 3: Conducting Effective Meetings

- 1.The Purpose and Types of Meetings
- 2.Planning and Facilitating Meetings: Best Practices
- 3.Ensuring Active Participation and Engagement
- 4.Case Study: 'Revamping the Weekly Team Meeting'

Session 4: Understanding Working Styles

- 1.Introduction to Different Working Styles
- 2.Self-Assessment: Identifying Your Working Style
- 3.Adapting to and Respecting Different Working Styles

Session 5: Maximizing Productivity and Maintaining Work-Life Balance

- 1.Understanding Productivity: Quality Over Quantity
- 2.Techniques for Prioritization and Time Management
- 3.Strategies for Maintaining Work-Life Balance
- 4.Group Discussion: 'Sharing Personal Best Practices'

Session 6: Wrap up and Action Planning

- 1.Key Takeaways from the Course
- 2.Individual Reflection and Goal Setting
- 3.Team Action Plan Creation

AT A GLANCE

Delivery

- One Day Workshop
- In-person
- Online classes
- Up to 15 participants

Outcomes

- Enhance team synergy
- Set a collective Way of Working Standard
- Maximise Meeting Outcomes
- Minimise digital clutter
- Strengthen team collaboration & Cohesion
- Utilize technology effectively
- Create impactful, actionable emails

Target Audience

This workshop is designed for team-based employees who are seeking to improve their collective way of working. Whether they are part of a small team or a large, diverse group, this workshop offers insights that can streamline their work processes, reduce inefficiencies, and foster a more harmonious, productive work environment.

Preparation

All participants are advised to bring their laptops to participate in the hands-on sessions. Wifi connectivity will be provided.

Materials Provided

All participants will receive course slides, practice exercises, and additional resources for further learning.



Enterprise Digital Adoption

YOUR WORKFORCE, OUR PRIORITY

Adopt, Adapt,
Achieve: Your All-in-
One Digital
Transformation
Solution

Leverage the synergy of UX research, change management, and focused training to accelerate digital adoption in your company. UX research unveils user needs and habits, while change management navigates technology transitions smoothly. Coupled with customized training, these elements foster digital competency among employees, enhancing productivity and innovation. Together, let's drive a digital transformation that aligns with your workforce and propels business growth.

UX Research



Leverage our expert UX Research services to ensure your digital investments hit the mark. Our dedicated team dives deep into user behavior, needs, and motivations, providing you with actionable insights that guide your digital strategy. Make informed, user-centered decisions that not only enhance your product's usability but also fuel your business growth.

Change Management



Navigate your digital journey with confidence with our Prosci-driven Change Management services. We employ Prosci's research-based methodology, putting people at the center of your technological transition. This approach ensures a smooth adaptation to new tech, minimizing disruption and enhancing user adoption. Set sail towards a digitally proficient future.

Training & Learning



Embrace the future with our customized Training and Learning services. We provide targeted training designed to equip your team with the essential digital skills needed in the modern workplace. Using an interactive and engaging approach, we ensure effective learning that boosts productivity. Stay ahead of the curve and invest in skills that make a difference.



Highly Engage employees are 12x less likely to leave their company than those who are not engaged.

EMPLOYEE ENGAGEMENT

Global Digital IQ Survey

For more information, visit www.smartatraining.com or
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