



Everyday Office Automation

Available In:

- English
- Spanish
- Virtual

Simplify and Innovate with Everyday Automations

The "Everyday Office Automations" class is a practical and hands-on program designed to teach participants how to automate routine tasks using a blend of Google and Microsoft tools. Through interactive workshops, participants will explore the possibilities of automating everyday tasks, from managing emails and scheduling to data entry and reporting. They will learn how to create efficient workflows, reduce manual efforts, and enhance productivity. This class provides the tools and strategies needed to integrate automation into daily operations, transforming the way work is done. Discover the power of automation and streamline your work processes.

What will trainees learn?

- Introduction to Automation Tools
- Automating Emails and Scheduling
- Data Entry and Reporting Automation
- Using Google and Microsoft Tools for Automation
- Creating Efficient Workflows
- Integration with Other Systems
- Real-world Automation Examples
- Best Practices for Implementing Automation
- Troubleshooting and Optimization
- Future Trends in Workplace Automation

How will this training benefit your company and employees?

Participants will develop essential skills in using automation tools, automating routine tasks, creating efficient workflows, integrating various systems, and staying updated with future automation trends. This training will enable employees to save time, reduce errors, and focus on higher-value activities, driving overall productivity and efficiency.

Training is recommended to be deployed in 4- or 8-hour blocks for a total of 24 hours.



MACRO Development is a trusted provider of comprehensive employer training programs, specializing in workplace automation. With extensive experience in tech training and process improvement, our facilitator brings valuable insights to every session. We offer customized training solutions tailored to the unique needs of each organization, helping businesses embrace automation and achieve operational excellence.