



Office 365 For Leaders

Available In:

- English
- Spanish
- Virtual

Lead with Confidence using Office 365

The "Office 365 for Leaders" class is an empowering program designed to enhance leadership skills through the proficient use of Microsoft Office 365 tools. Participants will engage in interactive sessions that cover advanced functionalities of Office 365, including collaboration, project management, data analysis, and communication tools. They will learn how to utilize these tools to streamline workflows, foster team collaboration, and make informed decisions. This class provides leaders with the practical skills and strategic insights needed to drive organizational success using Office 365. Equip yourself with the digital tools to lead effectively and inspire your team.

What will trainees learn?

- Advanced Features of Office 365
- Effective Collaboration with Teams
- Project Management Tools
- Data Analysis with Excel
- Streamlining Workflows with Power Automate
- Enhancing Communication with Outlook and Teams
- Security and Compliance Best Practices
- Real-world Leadership Scenarios
- Strategic Decision Making with Office 365

How will this training benefit your company and employees?

Participants will gain critical skills in leveraging Office 365 tools for leadership, improving team collaboration, managing projects, analyzing data, automating workflows, enhancing communication, ensuring security, and making strategic decisions. This training will empower leaders to drive efficiency, productivity, and innovation within their teams.

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



MACRO Development is a trusted provider of comprehensive employer training programs, specializing in leadership development through advanced technological tools. With extensive experience in leadership training and Microsoft Office expertise, our facilitator delivers insightful and practical sessions. We offer customized training solutions that cater to the unique needs of each organization, empowering leaders to excel in the modern workplace.