Microsoft Outlook and Email Writing

Email Writing and Etiquette for the Developing Career

The "Microsoft Outlook and Email Writing" course is a comprehensive program designed to rapidly equip users with professional communication skills and developing Outlook management techniques. This 8-hour course covers all aspects from crafting professional emails to managing complex scheduling and organizational systems. Participants will learn to write clear and effective business correspondence, understand proper email etiquette protocols, utilize Outlook's features for productivity, and manage calendars and contacts professionally, setting the stage for enhanced workplace communication and efficiency.

What will trainees learn?

- Professional Email Writing and Business Communication Standards
- Email Etiquette Rules and Workplace Protocol
- Outlook Interface Navigation and Features
- Calendar Management and Meeting Scheduling
- Contact Organization and Distribution Lists
- Email Organization with Rules, Folders, and Categories
- Signature Creation and Template Development
- Privacy Settings and Email Security Best Practices

How will this training benefit your company and employees?

Participants will start by mastering professional email composition and etiquette standards, progressing to developing Outlook features that enhance productivity and organization. They will gain skills in crafting clear, concise, and professional communications that reflect positively on their organization. Additionally, the course will cover essential time management techniques including calendar coordination, automated email rules, and contact management systems. Trainees will also learn to maintain professional boundaries through proper email protocols, security awareness, and appropriate response timing.

Training is recommended to be deployed in 4- or 8-hour blocks for 8 Hours Total Training.

MACRO Development is a trusted provider of comprehensive employer training programs, specializing in enhancing computer skills. With over 15 years of experience in sales and community development, our facilitator brings a wealth of knowledge to every session. We offer customized training solutions that cater to the unique needs of each organization. Through interactive workshops and practical strategies, we empower employers to excel in communication, driving productivity and success in the workplace