

WORKPLACE ESSENTIALS



Option 1

Flexible Learning - Ongoing Support - Continuous Development

WHAT YOUR ORGANISATION GETS

Give your team access to practical Microsoft 365 and AI training, with built-in ongoing expert support - so learning doesn't stop when the course does.

- ✓ Access to selected Smart Skills Academy online courses
- ✓ Twelve months' access to a B2B Workplace Learning Hub, designed specifically for Smart Skills Academy corporate clients.
- ✓ Fortnightly live sessions with Gemma Coles
 - ✓ Excel, Word, PowerPoint and AI Training
 - ✓ Microsoft Shortcut guides
 - ✓ Fortnightly live expert sessions
 - ✓ AI prompt packs
 - ✓ Ongoing skill boosters
 - ✓ Productivity Resources
 - ✓ Replay library
 - ✓ Microsoft & AI update briefings

SUITABLE FOR

- Organisations seeking a cost-effective learning solution
- Teams requiring ongoing support after training
- Businesses looking to build confidence with Microsoft 365 & AI
- Learning and Development teams seeking scalable training provision

WHAT MAKES IT DIFFERENT

Unlike traditional training programmes, learning does not stop after the course ends. Employees continue to develop their skills through live sessions, practical resources, and ongoing updates, creating a culture of continuous learning across the organisation.

OUTCOMES

By participating in Workplace Essentials, employees will:



Build confidence using Microsoft 365



Improve workplace productivity



Develop practical AI skills



Stay current with technology changes



Continue learning long after formal training ends

PRACTICAL TRAINING. REAL IMPACT