

CORPORATE TRAINING GUIDE

Microsoft 365 and AI training programmes designed to build confident, capable and productive teams.



ABOUT SMART SKILLS ACADEMY

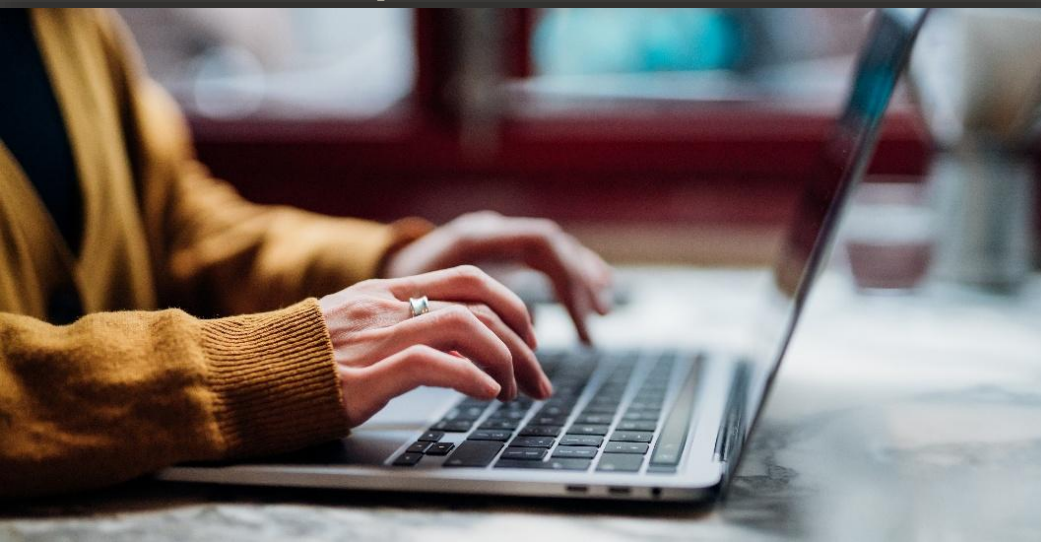
At Smart Skills Academy, we help organisations build confident, capable and productive teams through practical Microsoft 365 and AI training.

Founded by Gemma Coles - Microsoft Office Specialist and author of AI for Busy Professionals - Smart Skills Academy has worked with organisations across the public and private sector, including NHS and Government bodies, to deliver training that creates lasting change rather than one-off events.

We know that the greatest return on any training investment isn't achieved in the classroom. It's achieved in the weeks and months that follow, as employees begin applying new skills to real workplace challenges. That's why every Smart Skills Academy programme is designed with long-term capability in mind - not just the day itself.

This guide sets out three ways we can work with your organisation, from flexible online learning with ongoing expert support, through to fully bespoke live training and senior AI consultancy. Whatever your goals, budget, and team's starting point, there is an option designed for you.

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OPTION 1 – WORKPLACE ESSENTIALS

Flexible online learning with ongoing expert support

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

Workplace Essentials gives employees access to self-paced online courses covering Excel, Word, PowerPoint and AI - each one designed and delivered by a Microsoft Office Specialist. Courses are structured as short, focused video tutorials with downloadable practice documents and step-by-step walkthrough guides, making it easy for employees to learn at their own pace without disrupting their workday.

The courses available to your team:

Microsoft Excel - 101 tutorial videos covering formulas, formatting, charts, pivot tables and more, each paired with a downloadable practice workbook and walkthrough guide.

Microsoft Word - practical, step-by-step training covering professional document creation, formatting, styles, templates and collaboration tools.

Microsoft PowerPoint - focused tutorials covering presentation design, storytelling, data visualisation, transitions and audience engagement.

AI Essentials - a structured introduction to using AI within Microsoft 365, covering prompt writing, Copilot in Excel, Word and PowerPoint, and how to use AI responsibly in everyday work.

Every course includes 12 months of access to all materials, so employees can work at their own pace and revisit content whenever they need a refresher.

Also included:

- ✓ 12 months' access to the Workplace Learning Hub
- ✓ Fortnightly live expert sessions with Gemma Coles
- ✓ Replay library, skill boosters, shortcut guides and AI prompt pack
- ✓ Regular Microsoft and AI update briefings

From £180 per
person per year.

Who it's for:

Organisations seeking a cost-effective learning solution, teams requiring ongoing support after training, and businesses looking to build confidence with Microsoft 365 and AI at a pace that works for them.

OPTION 2 – WORKPLACE SKILLS ACCELERATOR

Bespoke live training with a full year of expert support

For organisations that want more than an off-the-shelf solution. The Workplace Skills Accelerator combines bespoke live training designed specifically around your team with online Microsoft 365 courses and a full year of ongoing expert support - all included in one package.

How it works:

We start with a discovery consultation to understand your team's goals, challenges and current skill levels. Where helpful, we also gather insights directly from employees through a short questionnaire, ensuring the training is shaped around the real day-to-day challenges your team face.

From there, we design a bespoke training programme built entirely around your organisation - no generic content, no irrelevant examples, just practical hands-on training that reflects how your people actually work.

Training is delivered in focused 60-90 minute modules at beginner, intermediate or advanced level, depending on your team's needs. Each session comes with a bespoke workbook, sent to participants in advance so everyone arrives prepared. Sessions are delivered via screen share, with Gemma working through real examples that participants follow along with, keeping things interactive, practical, and immediately applicable. Every session is recorded and added to your organisation's dedicated hub space, so employees can revisit the content whenever they need a refresher.

What's included:

- ✓ Discovery consultation
- ✓ Bespoke training design and customised materials
- ✓ Live module delivery - 60-90 minutes per module
- ✓ Session recordings locked to your organisation's hub
- ✓ Online Microsoft 365 course for each application covered
- ✓ 12 months' access to the Workplace Learning Hub
- ✓ Fortnightly live expert sessions with Gemma Coles
- ✓ Ongoing skill boosters, resources and Microsoft and AI updates

From £260 per person per year.

Who it's for:

Organisations serious about lasting workplace change - where training needs to stick, adoption needs to happen, and the return on investment needs to be measurable.

BESPOKE TRAINING TOPICS

Every Workplace Skills Accelerator programme is built around your team's specific needs. The topics below give a flavour of what we regularly cover - but if you don't see what you need, we can build it. Every module is designed from scratch around your organisation's goals, challenges and the tools your people use every day.



COPILOT

Popular topics include:

- ✓ AI Fundamentals
- ✓ Prompt Engineering
- ✓ Copilot in PowerPoint
- ✓ Copilot in Excel
- ✓ Copilot in Word
- ✓ Copilot in Teams & Outlook



EXCEL

Popular topics include:

- ✓ Excel Foundations
- ✓ Essential Formulas
- ✓ Logic & Lookup Functions
- ✓ Pivot Tables & Charts
- ✓ Data Validation
- ✓ Conditional Formatting



WORD

Popular topics include:

- ✓ Professional Documents
- ✓ Formatting & Layout
- ✓ Styles & Templates
- ✓ Long Document Management
- ✓ Collaboration Improvements
- ✓ Image Tools



POWERPOINT

Popular topics include:

- ✓ Professional Presentations
- ✓ Storytelling & Structure
- ✓ Design Principles
- ✓ Presenting Data Efficiently
- ✓ Transitions & Animations
- ✓ Audience Engagement



TEAMS & OUTLOOK

Microsoft Teams and Outlook training is designed to help employees communicate, collaborate and manage their workload more effectively. Training focuses on practical techniques that save time, reduce inbox overload, improve meeting management, file sharing & collaboration and increase team efficiency.



OPTION 3 – AI STRATEGY & TRANSFORMATION

Scoped and priced
individually

Most organisations are investing in AI - but without a clear strategy, governance framework or commercial focus, adoption stalls and value is never fully realised. Every leadership team is asking one of two questions: where do we start, or where is our return?

AI Strategy and Transformation is a fully bespoke senior consultancy engagement, designed to answer both.

Our approach covers:

- AI readiness assessment
- Executive strategy workshop
- Opportunity and use case mapping
- Productivity and workflow review
- AI adoption roadmap
- Data and knowledge recommendations
- Governance framework
- Leadership coaching
- Implementation guidance
- Ongoing strategic advisory support

The expertise behind the engagement:

Between us, we bring together over 50 successful AI-led business transformations and hands-on senior expertise across strategy, implementation and workforce adoption.

Unlike many consultancies that hand over a roadmap and walk away, we stay involved at every stage - from executive strategy through to the moment your teams are confidently using AI in their day-to-day work. Strategy, implementation and adoption, under one roof.

WORKPLACE LEARNING HUB



The Workplace Learning Hub gives your employees a single place to continue learning, get expert support and stay current with Microsoft 365 and AI - long after the classroom session has ended.

Rather than learning being a one-off event, the Hub creates a culture of continuous development across your organisation. As employees engage with live sessions, skill boosters and practical resources, the Hub grows into a valuable knowledge base that benefits both existing employees and new starters.

Replay Library

Every live session is recorded and added to the replay library, creating a growing collection of practical workplace learning that employees can access whenever they need it. Whether someone wants to revisit a topic, catch up on a missed session, or return to more advanced content when they're ready, the replay library is there. It also makes a powerful onboarding tool - new starters can access real training from day one without the need for additional sessions.

What's included:

- ✓ Access to Full training courses for your chosen Microsoft App(s)
 - ✓ Fortnightly live expert sessions with Gemma Coles
 - ✓ Replay library - recordings of every live session
 - ✓ Bite-sized skill boosters for Microsoft 365 and AI
 - ✓ Practical resources, guides and prompt packs
 - ✓ Microsoft shortcut guides
 - ✓ Microsoft and AI update briefings
 - ✓ Workplace tips and tutorials
 - ✓ Community support
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Consistency across your organisation

Every employee has access to the same guidance, best practices and resources - helping to establish consistent ways of working across teams.

Every corporate training programme includes twelve months' access to the Workplace Learning Hub, giving your employees time to embed their learning and build confidence as new skills become habits.

INVESTMENT

Every Smart Skills Academy corporate programme is designed to deliver lasting value - not just a one-off training day.

Below is a summary of our three options and typical investment levels.

Option 1 - Workplace Essentials

Practical, ongoing learning support that keeps your team confident, capable and current with Microsoft 365 and AI. Your employees benefit from live expert sessions, practical resources and regular updates throughout the year - so skills grow over time rather than fading after a one-off course.

From £180 per year for a single Microsoft 365 course. Full suite access - covering Excel, Word, PowerPoint and AI - from £380 per year.

Option 2 - Workplace Skills Accelerator

Everything your team needs to truly embed new skills and change the way they work. Bespoke live training designed specifically around your organisation's goals and skill levels, backed by a full year of expert support, resources and ongoing development.

Investment starts from £260, covering your chosen bespoke training modules and online Microsoft 365 courses. Packages scale to suit your team's goals, challenges and skill levels.

Option 3 - AI Strategy & Transformation

Most organisations are investing in AI - but without a clear strategy, governance framework or commercial focus, adoption stalls and value is never fully realised. AI Strategy and Transformation is a fully bespoke senior consultancy engagement delivered by two experienced practitioners with over 50 successful AI-led business transformations between them.

Every engagement is scoped and priced individually. Contact Gemma directly to start the conversation.

READY TO FIND OUT MORE?

Whether you're looking to build confidence across your team, invest in bespoke live training, or develop a structured approach to AI adoption, we'd love to hear from you.

Get in touch, and we'll help you identify the right option for your organisation, your team and your budget - with no obligation and no hard sell.

Calculate your investment

Contact Gemma to request our interactive investment calculator so you can explore typical costs based on your team size and training needs.

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